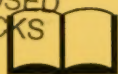




5 CLOSED
STACKS



GOVERNMENT INFORMATION CENTER
SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO
PUBLIC LIBRARY

REFERENCE
BOOK

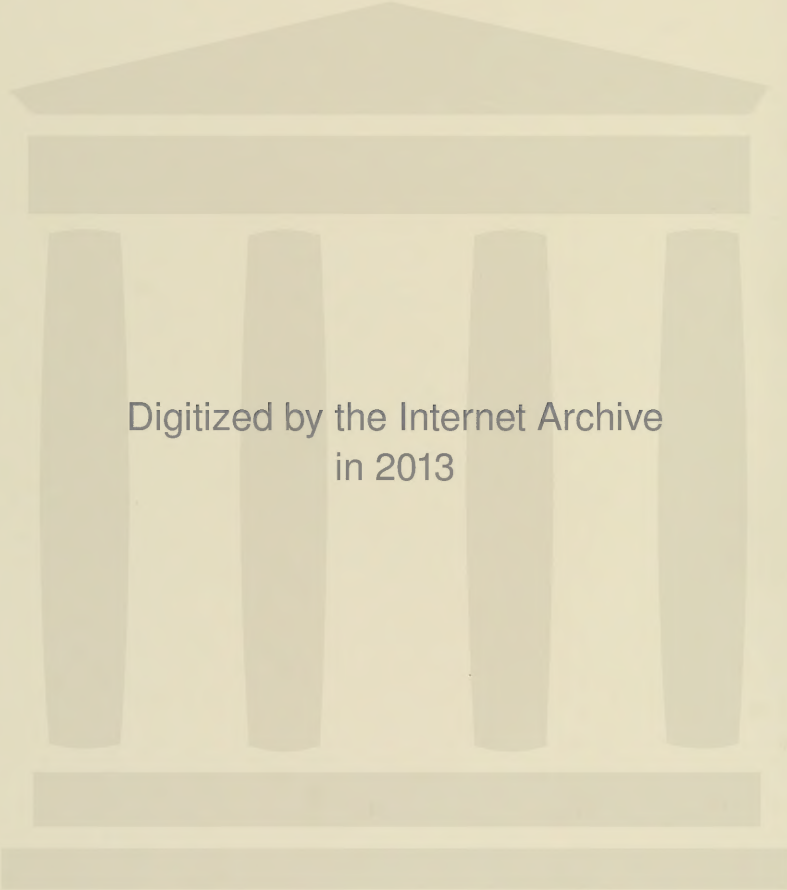
Not to be taken from the Library

DEC 12 2000

SAN FRANCISCO PUBLIC LIBRARY



3 1223 05718 3080



Digitized by the Internet Archive
in 2013

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

March 7, 1990

DOCUMENTS DEPT.

MAR 12 1990

SAN FRANCISCO
PUBLIC LIBRARY

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: March 7, 1990 Finance Committee Meeting

Items 1 and 2 - Files 97-90-5 and 101-89-70

Department: Police Department

Items: Ordinance (File 97-90-5) to add Section 10.204 to the City's Administrative Code to establish a \$250,000 special fund to be known as the Tow Reimbursement and Disputed Claims for Towed Vehicles Revolving Fund to pay for tow charge refunds and disputed claims for towed vehicles.

Supplemental Appropriation Ordinance (File 101-89-70) to reappropriate \$140,000 for judgement and claims to replenish the \$250,000 revolving fund for the period from December 1989 through June 1990.

Amount: \$140,000

Source of Funds: City Attorney Judgments and Claims

Description: Current Administrative Code Section 10c.8-1 states that the City will pay or reimburse the cost of vehicle towing and storage charges to the uninsured owner of a stolen vehicle that is recovered and towed if the owner is a resident of San Francisco. Section 10c.1 also states that the City will pay the vehicle towing and storage charges when the owner of the vehicle can establish that the tow was faulty (i.e., not supported by applicable codes and ordinances) or the owner files an affidavit declaring indigence.

The proposed ordinance (File 97-90-5) would amend the City's Administrative Code to add Section 10.204, which would establish a special fund, entitled the Tow Reimbursement and Disputed Claims for Towed Vehicles Revolving Fund. This Fund would be used to reimburse persons for tow charges that have been determined to be erroneous. Such determinations of error would be made by an administrative officer of the Police Department.

The proposed Fund would be administered by the Police Department. Disbursements of more than \$500 would require approval by the Police Commission and the Board of Supervisors. Any unexpended balance in the proposed Fund at the end of each fiscal year would be carried forward and accumulated in the revolving fund.

The proposed supplemental appropriation ordinance (File 101-89-70) would reappropriate from the City Attorney's Judgment and Claims account \$140,000 of funding for the Police Department's Vehicle Tow and Storage Reimbursements.

Comments:

1. In response to the City Attorney's request, the Controller's Internal Audit Division conducted an audit of the City's Vehicle Towing and Storage Refund Requests Processing Procedures. The Controller's audit report, issued on November 21, 1989, recommended that in order to expedite the current cumbersome procedures, the Police Department should establish a separate revolving fund to handle vehicle tow reimbursements and that refund requests should be filed directly through the San Francisco Police Department's Legal Division.

2. According to data collected by the Controller's audit staff, the amount of refund payments totalled \$207,870 in fiscal year 1987-88, divided into the following five major categories:

Stolen Vehicles	\$79,347
Parking Violations (Faulty Tows)	97,905
Vehicles Pending Evidence/Investigation	21,859
Accidents	5,075
Other	<u>3,684</u>
Total	\$207,870

BOARD OF SUPERVISORS
BUDGET ANALYST

Although the number of tow refunds in fiscal year 1987-88 was not reported, the Controller's audit identified 3,024 tow refunds, at a total cost to the City of \$366,017 between July, 1988 and April 1989. According to Lieutenant Fred Pardella of the Police Department's Traffic Administration Office, in 1989, a total of 64,000 vehicles were towed.

3. The current procedure for reimbursing an individual for a disputed towing and storage charge, that would be changed if the proposed legislation is approved, is as follows:

- Owner of vehicle files request with the Controller's Office;
- Controller records request as a claim and forwards request to City Attorney's Office;
- City Attorney's Office recommends disposition of request and sends request to the Police Department for investigation;
- Police Department investigates request, determines appropriate refund amount, recommends payment of the amount and returns request to the City Attorney's Office;
- City Attorney's Office prepares a direct payment voucher, the Chief of Bureau of Claims approves the payment voucher and returns the voucher to the Police Department;
- Police Commission approves the payment request and voucher is returned to the City Attorney's Office;
- Deputy City Attorney approves as to form and entire package is forwarded to the Controller's Office;
- Controller reviews and issues a warrant to the requester and files the voucher documents.

According to the Controller's audit report, the current process, from initial request to issuing of the warrant, requires approximately three to five months

4. According to Mr. Ray King of the City Attorney's Office, the amount of each refund is governed by the charges permitted in the contract between the City and the contracted towing company, City Tow. In fact, the towing and storage refund is usually not in dispute. Mr. King reports that under the current arrangements, the Board of Supervisors approves the budget for the City Attorney's Judgment and Claims account but does not review the individual reimbursement payments to individuals. According to Mr. King, these reimbursement requests should therefore not be treated as legal claims that require the efforts of the City Attorney's Office. The City Attorney's Office is fully supportive of the proposed ordinances.

5. Under the proposed ordinance (File 97-90-5), after determination that the tow charges were in error, the Police Department's Legal Division would be responsible for checking the refund requests and determining that the requested amount is properly supported and correct. The Police Department's Accounting Division would process each request directly through the proposed revolving fund and issue the checks. The supporting documentation would then be forwarded to the Controller's Office and the Controller's Office would review the data prior to reimbursing the proposed revolving fund for the amount of the reimbursement paid by the Police Department to the individual.

6. It should be noted that the Controller's audit report was critical of the Police Department's tow hearing process, the available documentation from these hearings, the quarterly refund request and related accounting reports, the lack of verification of vehicle insurance coverage, payments to City Tow for charges not included in the existing City Tow contract and inadequate monitoring of the City Tow contract. According to Lieutenant Pardella, the Police Department's Traffic Division has instructed staff to more fully detail the acceptance or rejection of individual claims, has developed a form which is being used to verify insurance coverage and is working with the Purchaser's Office in monitoring the City Tow contract.

7. The proposed ordinance (File 97-90-5) would create a special fund to be called a revolving fund (Tow Reimbursement and Disputed Claims for Towed Vehicles Revolving Fund). A true revolving fund is administered by a department opening a checking account at a local bank with an initial deposit equal to the stated amount of the revolving fund. As checks are written by the department and the initial deposit is depleted, the revolving fund is replenished by City warrant drawn against the department's annual budget. The Controller's Office is preparing an Amendment of the Whole to create a true revolving fund, instead of a special fund, in order to effect the Police Department's intention and needs to reimburse citizens for disputed tow charges.

8. According to the proposed ordinance (File 97-90-5), the stated amount of the revolving fund would be \$250,000. The proposed supplemental appropriation ordinance (File 101-89-70) would appropriate \$140,000 to the revolving fund for the period December, 1989 through June, 1990. According to Mr. John Madden of the Controller's Office, the actual amount in the revolving fund should include only a one and a half months of funding, or approximately \$30,000 (\$20,000 per month) and not the amount of \$250,000 for an entire year.

9. In order to create a true revolving fund, the initial checking account deposit must be appropriated. Therefore, the proposed supplemental appropriation ordinance (File 101-89-70) should be amended to designate \$30,000 of the proposed supplemental appropriation of \$140,000 as the initial checking account deposit. The remaining \$110,000 balance (\$140,000 less \$30,000) would be appropriated to replenish the revolving fund for the balance of the fiscal year (four months from March through June 1990). As previously noted, the Police Department requested \$140,000 for seven months from December, 1989, through June, 1990. The \$110,000 for revolving fund replenishment would provide funding at the rate of \$20,000 per month for 5.5 months or more than sufficient for the four months remaining in fiscal year 1989-90. The Controller's Office is also preparing the necessary language to amend the proposed supplemental appropriation ordinance.

10. The proposed ordinance (File 97-90-5) and the Controller's proposed Amendment of the Whole both contain language that should be clarified. In the "Purpose" paragraph, the statement "Monies in this fund may be expended to reimburse those persons for tow charges..." should be changed to allow for payments directly to the towing or

storage company. In the "Administration" paragraph, the statement "Disbursements of over \$500 must be approved by the Police Commission and the Board of Supervisors" should be changed by substituting the words "Individual claims" for the word "Disbursements".

- Recommendations:**
1. Approval of the proposed ordinances are policy matters for the Board of Supervisors.
 2. If the Board approves the concept of the proposed ordinances, the Budget Analyst recommends the Controller's Amendment of the Whole to File 97-90-5 with the language clarifications described in Comment 10, above, and the Controller's amendments to File 101-89-70 as referenced in Comment 9, above.

Item 3 -File 101-89-84

Note: This item was continued at the February 21, 1990 Finance Committee meeting.

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Supplemental Appropriation Ordinance to provide additional funds for an Environmental Impact Report on the Richmond Transport Project.

Amount: \$215,000

Source of Funds: 1976 Sewer Revenue Bond Funds

Description: The Richmond Transport Project is a combination of underground retention facilities to store excess wet-weather flow, and enlarged interceptor sewers to convey additional flow to the recently completed Westside Transport for subsequent treatment at the new Oceanside Water Pollution Control Plant. The current planning phase consists of the completion of the facilities plan, including an Environmental Impact Report (EIR), in accordance with requirements of the Federal Environmental Protection Agency (EPA). Under the plan, the Regional Water Quality Control Board (RWQCB) has mandated the control of all Combined Sewer Overflows (CSO) from the Richmond District at Baker Beach from an average of 40 overflows per year to eight overflows per year. In 1988, the RWQCB revised its Cease and Desist Order to establish a new compliance schedule for the Richmond Transport Project as follows:

Complete Environmental Review	12/89
Complete Design	5/91
Start Construction	8/92
Complete Construction	9/94
Full Compliance with Overflow Requirements	9/94

In compliance with this schedule, the City Planning Department published a Draft Environmental Impact Report (EIR) in June 1989 which discussed four alternatives for meeting the RWQCB's requirements. The Draft EIR was prepared by Orion Environmental Associates (WBE) with technical assistance from Hydroconsult Engineering (hydrology analysis) and Dames & Moore (geo-technical analysis). As of December 31, 1989, \$692,791 had been expended and committed on these planning and environmental reviews from a total budget of \$725,000, of

BOARD OF SUPERVISORS
BUDGET ANALYST

which \$428,809 was expended for consultants and \$263,982 for City staff costs. According to Mr. Mauricio Trigueros of CWP, the difference of \$32,209 (\$725,000 - \$692,791) is set aside for anticipated on-going planning and environmental review costs until the pending budget is approved to amend the Draft EIR.

As the result of hearings on the Draft EIR, the City Planning Commission decided that the City Planning Department should include an in-depth analysis of a fifth alternative to the project design, a large underground sewage collection/transport box and pump station within the Presidio.

Additional funds needed to complete the environmental review and planning phase (fifth alternative design) of the Richmond Transport Project are as follows:

City Staff Costs:

Clean Water Program Staff (CWP)		
Project Management	\$37,600	
Engineering	<u>56,400</u>	
Subtotal		94,000
 Department of City Planning (DCP)	<u>29,000</u>	
Subtotal		<u>29,000</u>
		\$123,000

Consultants:

Environmental Impact Report - (Orion Environmental Assoc. - WBE)	51,000	
Hydrology Analysis - (Hydroconsult Engineering)	21,000	
Geo-technical Analysis - (Dames & Moore)	<u>37,800</u>	
		109,800

Other Costs:

Printing	28,200	
Contingency (10% of Total)	<u>29,000</u>	
		<u>57,200</u>
Total		\$290,000
 Less: Pending Release of Reserve from Ordinance No. 23-76		<u>75,000</u>
Total (This Supplemental Appropriation)		\$215,000

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed consultant costs reflect contract amendments to existing consultant contractors who are currently working on the Richmond Transport Project.

Completion of the facility planning process is expected to be delayed approximately four months from January to May, 1990 as a result of the change in scope of the environmental review. Because CWP has not completed the EIR by December 1989 as required by the RWQCB, the City may be required to pay a penalty for delaying a compliance schedule set forth in a RWQCB Cease and Desist Order. Ms. Pla of CWP advises that the Clean Water Act provides for penalties of \$25,000 per day for non-compliance of Cease and Desist Orders, which could be assessed by the RWQCB or as the result of litigation initiated by the public.

Comments:

1. CWP's total proposed budget of \$290,000 for the supplemental EIR includes the \$215,000 in the proposed legislation, and the pending release of a \$75,000 reserve (Ordinance No. 23-76). This Ordinance originally included \$800,000 for the planning of the Richmond Transport Project, but only \$725,000 was released because \$75,000 was identified as possible duplicate services. If the proposed supplemental appropriation is approved, the Richmond Transport Project would have a total planning budget of \$1,015,000 (\$800,000 plus \$215,000). According to Mr. Trigueros of CWP, a request for the release of the \$75,000 reserve will be submitted to the Board of Supervisors shortly. However, CWP was not able to submit the \$75,000 release of reserve request in time to include it as a companion item with this legislation.

2. Ms. Pla of the CWP advises that the City has requested a revision of the compliance schedule so that the provisions of the Cease and Desist Order can be met by the City. According to Ms. Pla, the RWQCB has assured the City that its request for an amended schedule will be approved.

Recommendation: Approve the proposed Supplemental Appropriation.

Item 4 - File 101-89-86

Department: Police Department

Item: Supplemental Appropriation Ordinance for equipment purchase, the subject of a previous budgetary denial.

Amount: \$423,461

Proposed Source of Funds: Public Safety Reserve

Description: The Public Safety Reserve of \$3.6 million established in the 1989-90 budget includes funds set aside for the purchase of equipment and vehicles for the Police Department. The proposed Supplemental Appropriation Ordinance would appropriate \$423,461 from the Public Safety Reserve to purchase nine replacement vehicles and equipment that were requested in the Police Department's 1989-90 budget but which were denied by the Mayor.

After a two year period (1987-88 and 1988-89), when no funding for police vehicles was budgeted, the 1989-90 budget includes funding for the replacement of 64 patrol vehicles, three patrol wagons, five unmarked cars and 18 three wheeled motorcycles. The proposed supplemental appropriation ordinance would provide funding for the purchase of replacement vehicles and outfitting to replace existing vehicles and other equipment detailed below:

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Total Cost</u>
9	Unmarked Sedans	\$12,887	\$115,983
	Outfitting and Radio Transfer for Unmarked Sedans	1,123	10,107
5	Three Wheeled Motorcycles for Parking Enforcement	10,176	50,880
	Radio Transfer for Three Wheeled Motorcycles	223	1,115
144	Portable Instantaneous Communication (PIC) Radios	1,704	<u>245,376</u>
	Total		\$423,461

BOARD OF SUPERVISORS
BUDGET ANALYST

Mr. Peter Goldstein of the Mayor's Office states that the Mayor's Office previously denied the proposed replacement vehicle and equipment purchases in the 1989-90 budget and instead established the Public Safety Reserve (in part) to fund such purchases later in fiscal year 1989-90 after certain major savings in the Fire Department's 1989-90 budget were assured. If those savings were not assured, the portion of the Public Safety Reserve established for replacement vehicles and equipment would have been appropriated to the Fire Department's 1989-90 budget to cover the Fire Department's unrealized savings. Mr. Goldstein reports that the anticipated Fire Department savings, which were achieved by reducing the staffing on ladder companies, are now assured and, therefore, the previously denied replacement vehicles and equipment for the Police Department can be purchased using the funds available from the Public Safety Reserve funding.

Comments:

1. The Police Department's current inventory of vehicles (excluding specialized vehicles and three wheeled motorcycles), is as follows:

<u>Vehicle Type</u>	<u>Year Purchased</u>	<u>Current Inventory</u>
<u>Marked Vehicles</u>		
Station Wagon	1982	5
Sedan	1983	12
Sedan	1985	18
Sedan	1986	39
Sedan	1987	39
Mini Van	1987 *	33
Sedan	1988 *	<u>90</u>
Total		236
<u>Patrol Wagons</u>		
Van	1984	2
Van	1985	3
Van	1986	3
Van	1987 *	3
Van	1988 *	<u>3</u>
Total		14

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Vehicle Type</u>	<u>Year Purchased</u>	<u>Current Inventory</u>
<u>Unmarked Vehicles</u>		
Sedan	1980	2
Sedan	1983	53
Sedan	1984	32
Sedan	1985	55
Sedan	1986	43
Sedan	1988 *	<u>19</u>
Total		204

* Purchased with funding from prior fiscal year budgets.

2. In December, 1989, the Police Department began using a Life Cycle Costing (LCC) method for determining the optimum time to replace vehicles used for police work. The LCC system considers original purchase price, annual maintenance costs, mileage ratings, life expectancy and resale value of the vehicles to determine the optimum replacement time. The LCC system indicates that in fiscal year 1990-91, 109 marked vehicles, one patrol wagon and 128 unmarked vehicles should be replaced after replacing 64 marked vehicles, three patrol wagons and five unmarked vehicles using funding budgeted in 1989-90 and the proposed replacement of nine unmarked vehicles.

3. Because the proposed supplemental appropriation ordinance would provide funding for replacement vehicle and equipment purchases that were previously denied in the 1989-90 budget estimate, the proposed ordinance requires a two-thirds vote (8) of all members of the Board of Supervisors.

Recommendation: Approve the proposed supplemental appropriation ordinance.

Items 5 and 6 - Files 101-89-87 and 102-89-33

Department: Department of Public Health (DPH),
Division of Mental Health, Substance Abuse and Forensics

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, and medical services contracts for the creation of one position (File 101-89-87).

Annual Salary Ordinance amendment reflecting the addition of one position (File 102-89-33)

Amount: \$218,000

Source of Funds: General Fund \$400,000 Jail Diversion Reserve established in the 1989-90 budget.

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-33) would create one position. The proposed amendment, which will be reviewed at a future meeting of the Civil Service Commission, is as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	1989-90 Biweekly <u>Salary</u>	Top Step Annual <u>Salary</u>
<u>Department of Public Health</u>				
Add	1	2305 Psychiatric Technician	\$966-1,169	\$30,394

The proposed Supplemental Appropriation Ordinance would appropriate \$218,000 for permanent salaries and mandatory fringe benefits for the funding of one position and for medical services contracts for Fiscal Year 1989-90 as follows:

Permanent Salaries	\$10,620
Mandatory Fringe Benefits	3,313
Medical Services Contracts	<u>204,067</u>
Total	\$218,000

Analysis: At the end of the 1989-90 budget process, the Board of Supervisors, in conjunction with the Mayor's Office, established a reserve of \$400,000 for the Jail Diversion Program with details of the proposed uses of funds to be determined during the fiscal year. DPH has designed a new program to provide assistance to offenders with psychiatric problems or substance abuse problems that would keep these offenders from being unnecessarily detained in jail. Since there are currently no treatment alternatives and

BOARD OF SUPERVISORS
BUDGET ANALYST

interventions to steer these types of offenders into the appropriate service systems, these two populations continue to return to jail and contribute to an already overcrowded jail census. DPH estimates that there are approximately 40 individuals in the jail per day that would be eligible for the services to be provided by the Jail Diversion Program.

The DPH program is designed to serve as a pilot project that would implement a modified version of substance abuse and psychiatric diversion programs. Most of the proposed services in the supplemental appropriation would be for medical services contracts. The DPH is proposing the following Jail Diversion Programs:

Case Management, Administration and Evaluation Services

The DPH proposes to contract with the Jail Psychiatric Services (JPS) Program, a division of the Haight-Ashbury Free Clinic, for case management, administration and evaluation services. The contract with JPS would include funds for three counselors to provide services. These services would include 1) identifying individuals appropriate for diversion, 2) preparing treatment and diversion plans, 3) negotiating with the appropriate parties to accept the plan and 4) coordinating between the criminal justice system and the treatment facilities. The salaries for these three counselors would be \$2,709 each per month including fringe benefits or \$32,508 annually. The total annual cost of the three counselors would be \$97,524.

JPS would also subcontract for the Evaluation portion of the Jail Diversion Program including counting the number of individuals utilizing the services, identifying issues in administrating the program and determining the effectiveness of the program. The proposed contract is for \$20,000 to provide approximately 0.5 FTE of program evaluation services. DPH is including a strong evaluation component for the Jail Diversion Program because it is a pilot project.

Medical Service Contract - JPS

3 Counselors	\$40,178
Evaluation	<u>20,000</u>
Subtotal	\$60,178

BOARD OF SUPERVISORS
BUDGET ANALYST

Mental Health Treatment and Case Management

The DPH proposes to contract with the Citywide Case Management Program administered by the University of California to fund one case manager to provide case management services to mentally ill clients. DPH currently contracts with the Citywide Case Management Program for 14 case managers who provide case management and crisis intervention services for approximately 300 chronically mentally ill clients. The proposed contract would hire an additional case manager to extend the services provided by the Citywide Case Management Program to those individuals who could benefit from the Jail Diversion Program. The proposed supplemental appropriation would provide \$20,000 for this case manager in Fiscal Year 1989-90 and the total annual cost would be \$50,400 with benefits (\$40,000 for salary and \$10,400 for benefits).

Medical Service Contract \$20,000

Mental Health Day Treatment Services

The DPH is proposing to issue a request for proposal for day treatment services at existing mental health residential treatment centers. According to the DPH, there are vacancies at some residential treatment centers that could be filled with referrals from the jails.

Medical Service Contract \$52,889

Residential Substance Abuse Treatment

The DPH is proposing to contract with the Redwood Center, a 45-day alcohol treatment center, to fund up to ten beds on a short-term basis or five additional beds on average annually. The cost of each bed is \$42 per day. The City currently contracts with the Redwood Center to provide a 45-day intensive residential program. The proposed contract also includes some minimal client expenses such as linens for the beds. If the Redwood Center provided an average of 5 beds daily, the total annual cost to the City would be \$76,650.

Medical Service Contract \$39,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Detoxification Treatment

The DPH is proposing to contract with the Salvation Army Detox Center to pay for five additional beds on an annual basis. The per day rate for beds at the Center is \$49. Depending on the number of referrals from the City, the Center could handle up to 20 individuals on a daily basis. The proposed contract also includes some minimal client expenses such as linens for the beds. If the Salvation Army Detox Center provided an average of 5 beds daily, the total annual cost to the City would be \$89,425.

Medical Service Contract	\$32,000
--------------------------	----------

Outpatient Substance Abuse Services

The DPH proposes to hire one Civil Service 2305 Psychiatric Technician for the City-run Harriet Street Center. The Center provides out-patient drug and alcohol counseling services to approximately 400 individuals. The proposed Psychiatric Technician would provide outpatient substance abuse services. The proposed supplemental appropriation would provide \$13,933 for salary and mandatory fringe benefits for 10 biweekly pay periods between February 9, 1990 and June 30, 1990. The annual cost for this position would be \$36,171.

Harriet Street Center

Permanent Salaries	\$10,620
Mandatory Fringe Benefits	3,313
Subtotal	\$13,933

Total Supplemental Appropriation	\$218,000
---	------------------

Comments:

1. Since the Jail Diversion Program is a pilot program, the DPH is unsure as to how many individuals will ultimately be served by the project or the final mix of services to be offered. Because of this uncertainty, the DPH has requested some latitude in the implementation of this program. While the DPH intends to utilize, on average, five beds in both the Redwood Center and Salvation Army Detox Center, they can place up to 10 and 20 individuals, respectively, at these facilities. Therefore, the proposed contract amounts for these two facilities (\$39,000 for the Redwood Center and \$32,000 for the Salvation Army) for the remainder of the 1989-90 Fiscal Year are based on allowing the DPH the flexibility to utilize up to the maximum daily capacity at each facility and not just the anticipated annual use of five beds.

2. The proposed medical service contract with the JPS for \$60,178 includes \$40,178 for counselor salaries and \$20,000 for subcontracted evaluation services. Since the earliest this contract could be awarded is March 30, 1990, the funds for counselor services should be reduced to provide funding for the three months remaining in Fiscal Year 1989-90. Since each counselor would be paid \$2,709 per month in salary and mandatory fringe benefits, the total funds for the three counselors for the period March 30, 1990 through June 30, 1990 would be \$24,381. The proposed JPS contract should be reduced by \$15,797 (\$40,178 less \$24,381) from \$60,178 to \$44,381.

3. The proposed medical service contract with the Citywide Case Management Program administered by UC California is for \$20,000 to fund the salary of one case manager. Since the earliest this contract could be awarded is March 30, 1990, the funds for the case manager should be reduced to provide funding for the three months remaining in Fiscal Year 1989-90. The total annual salary for the case manager is \$50,400 for salary and mandatory fringe benefits. The total funds needed for the period March 30, 1990 through June 30, 1990 would be \$12,600. Therefore, the proposed contract with the Citywide Case Management Program should be reduced by \$7,400 from \$20,000 to \$12,600.

4. The DPH has proposed funding the one Civil Service 2305 Psychiatric Technician for the Harriet Street Center for the period February 9, 1990 through April 30, 1990. Funding for this position should be reduced by \$5,017 from \$13,933 to \$8,916 to provide salaries and fringe benefits for 6.5 biweekly pay periods from March 30, 1990 through June 30, 1990.

Recommendations: 1. Approval of the proposed Supplemental Appropriation Ordinance (File 101-89-87) and the proposed amendment to the Annual Salary Ordinance (File 102-89-33) which would establish a new Jail Diversion Program are policy matters for the Board of Supervisors.

2. Should the Board of Supervisors decide to approve the proposed Supplemental Appropriation Ordinance:

a. Based on Comments 2-4, amend the proposed Supplemental Appropriation Ordinance to reduce the funding by \$28,214 from \$218,000 to \$189,786 as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 7, 1990

	<u>Requested Funding</u>	<u>Recommended Amount</u>	<u>Recommended Savings</u>
<u>Source of Funding</u>			
Jail Diversion			
Reserve	<u>\$218,000</u>	<u>\$189,786</u>	<u>\$28,214</u>
<u>Proposed Use</u>			
Harriet Center			
Permanent Salaries	10,620	6,903	3,717
Mandatory Fringe Benefits	3,313	2,013	1,300
Medical Service Contract - JPS	60,178	44,381	15,797
Medical Service Contract - UC	20,000	12,600	7,400
Medical Service Contract - Redwood Ctr.	39,000	39,000	0
Medical Ser. Contract - Salvation Army	32,000	32,000	0
Medical Ser. Contract - Mental Health	<u>52,889</u>	<u>52,889</u>	<u>0</u>
Total	\$218,000	\$189,786	\$28,214

b. Approve the proposed Supplemental Appropriation Ordinance (File 101-89-87) as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 7 - File 101-89-88

Department: Police Department

Item: Supplemental Appropriation Ordinance to reappropriate 1989-90 budgeted funds.

Amount : \$65,600

Proposed Source of Funds:

A special revenue account for the collection of a \$50 fee included in the fine imposed on those persons convicted of reckless driving or driving under the influence of alcohol or drugs. As of February 2, 1990, this special revenue account had a balance of \$227,728.

Description:

The Municipal Court charges a \$50 fee on persons convicted of reckless driving or driving under the influence of alcohol or drugs which is deposited in a special revenue account. In accordance with State law, this fee can only be used for the analysis of blood, breath or urine for alcohol contents or the presence of drugs or for services relating to that testing.

The Police Department proposes appropriating \$65,600 from this special revenue account administered by the Municipal Court to the Police Department to fund the purchase of five Breath Testing Instruments, and associated hardware, as follows:

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Total Cost</u>
5	Intoxilyzer Model 5000 Breath Testing Instrument (including keyboard, cables, simulators interface, modem and training)	\$10,420	\$52,100
1	Adams Computer System	\$13,500	<u>13,500</u>
	Total		\$65,600

The Police Department currently uses Model 4000 Intoxilyzers. According to the Police Department, the results obtained using the Model 4000 Intoxilyzers have been successfully challenged in court resulting in a number of driving under the influence (DUI) of alcohol or drug cases being lost because of unreliability of the Model 4000 Intoxilyzers. The Model 5000 Intoxilyzers, which would be purchased under this request, have been designed to

BOARD OF SUPERVISORS
BUDGET ANALYST

overcome the unreliable aspects of the older Model 4000 Intoxilyzers.

Three of the proposed five new Model 5000 Intoxilyzers would replace the Police Department's three existing Model 4000 Intoxilyzers at the Traffic Bureau of the Hall of Justice and at the Mission Police Station. The fourth new Model 5000 Intoxilyzer would be installed at the Central Police Station and the fifth would be used for training and as a backup for the other four.

The proposed Adams computer system is an integral part of the new intoxilyzers and uses the telephone modems to test each intoxilyzer before it is used to insure it is functioning properly and will give accurate and reliable results.

Comment:

The Police Department's final cost computation for the proposed new intoxilyzers is \$10,098 for each unit. The total cost for five new intoxilyzers would be only \$50,490 or \$1,610 (original cost estimate of \$52,100 less the revised estimate of \$50,490) less than the previous estimate. Therefore, the proposed supplemental approximation ordinance should be reduced by \$1,610 to reflect the revised cost estimate for the five new intoxilyzers.

Recommendation:

Amend the proposed supplemental appropriation ordinance to reduce the requested amount of \$65,600 by \$1,610 to \$63,990 as detailed in the Comment above and approve the proposed supplemental appropriation ordinance as amended.

Item 8 - File 101-89-89

Department: Public Library

Item: Supplemental Appropriation Ordinance

Amount: \$210,569

Source of Funds: General Fund - General Reserve

Description: The proposed Supplemental Appropriation Ordinance would appropriate funds for the Public Library for temporary salaries, other contractual services, materials and supplies, professional services, equipment purchases and services of other departments.

The Public Library is requesting this supplemental appropriation for costs arising from the extensive damage caused to the Main Library by the October 17, 1989 earthquake. Most of the damage at the Main Library occurred in the North Wing. The North Wing housed the stacks (44,000 sq.ft.), a seven-floor area holding approximately 900,000 of the Main Library's books, government documents, and periodicals; service areas (4,200 sq. ft.) for the hearing-impaired, video and compact disc collection, and periodical processing; and administrative offices (1,800 sq. ft.) for the graphic artist, Chief of Branches, Chief of the Main Library, community relations officer, and volunteer programs. Because of the damage, the North Wing remains closed to the public and parts of the stacks are off limits to the staff. The Main Library reopened to the public on January 12, 1990 with limited access to the building and the collection.

The proposed supplemental appropriation would provide funds for the moving and storage of part of the Main Library's circulating and reference collections at the Public Health Hospital at the Presidio. The Sixth U.S. Army of the Presidio has donated 21,000 sq. ft. at the Hospital for the storage of the Main Library's collection. The supplemental appropriation would include funds for the moving of the library's collection, for temporary salaries for two Pages to retrieve books from the storage collection, materials and supplies relating to the move and metal shelving to hold the collection. Additionally, funds were included for the services of the Real Estate Department which assisted the Public Library in its search for storage space and developed the agreement with the Presidio.

BOARD OF SUPERVISORS
BUDGET ANALYST



The supplemental appropriation would also include funds for the relocation of the administrative staff from the Main Library to the City-owned 45 Hyde Street (Library Annex). \$50,000 would be included for the remodeling of the space at 45 Hyde Street. The Library is requesting this move in order to make the 4,500 sq. ft. occupied by these employees available for more public access to the Main Library collection. The Mayor's Office has recommended that the \$50,000 for remodeling of the space at 45 Hyde Street be placed on reserve pending details on the actual cost of the proposed remodeling.

The October 17, 1989 earthquake also caused the exposure of asbestos-containing materials in five service areas where Library staff needs to retrieve library materials. Library staff cannot have access to these areas until the asbestos abatement work has been completed. The Department of Public Health has estimated that the total cost of this project would be \$85,000, including \$60,000 for the asbestos abatement contractor and \$25,000 for the environmental consultant to oversee the work. The Mayor's Office has recommended that this \$85,000 be placed on reserve pending selection of the contractors.

The proposed Supplemental Appropriation Ordinance would appropriate \$210,569 for Fiscal Year 1989-90 as follows:

Temporary Salaries	\$ 4,104
Truck Rental	1,320
Materials & Supplies	38,645
Metal Shelving	28,000
Services of Other Depts. - Real Estate	3,500
Services of Other Depts. - Bldg. Repair	50,000
Professional Services - Asbestos Abatement	<u>85,000</u>
Total	\$210,569

As mentioned above, the \$50,000 for building repair and the \$85,000 for asbestos abatement would be placed on reserve.

Comments:

1. The funds included in the proposed Supplemental Appropriation ordinance will be included in the City's application for reimbursement from the Federal Emergency Management Agency (FEMA). At this time, there has been no indication from FEMA whether these costs will be eligible for reimbursement.

2. As mentioned above, the Library intends to move approximately 51 administrative staff from the Main Library to 45 Hyde Street (including paid staff of Friends of the Library) to allow the space occupied by staff at the Main Library to be used for additional public access to the Main Library collection. \$50,000 included in the proposed supplemental appropriation would be used for the remodeling of the space at 45 Hyde Street. Ms. Faun McInnis of the City Librarian's Office reports that the Library is awaiting a report from the Bureau of Architecture on the layout and costs of remodeling the space at 45 Hyde Street. The Mayor's Office recommended that the \$50,000 be reserved pending details on the actual cost of the proposed remodeling. The Budget Analyst will analyze the details and costs of the proposed move of Library Administrative staff when the release of the \$50,000 reserve is requested by the City Librarian's Office.

3. The Library has received donations of some shelving for the storage of the books at the Public Health Hospital at the Presidio. Ms. Karen Cox of the City Librarian's Office reports that the Library is still requesting \$28,000 for metal shelving to store the books because of the nature of the space available at the Public Health Hospital. Ms. Cox states that much of the space at the Hospital is divided into small rooms that require more shelving, particularly upright shelves at the end of rows that would not be required in larger rooms.

4. Mr. DeLucchi of the Real Estate Department reports that the Real Estate Department provided approximately 54 hours of service to the Library to assist in its search for storage space of the Library collection and to draw up the agreement with the Presidio. At an hourly rate, including fringe benefits, of \$65 for a Field Property Officer, the amount requested for the services of the Real Estate Department is approximately \$3,500.

5. Ms. McInnis reports that the Real Estate Department is negotiating with the Presidio, the cost to the City of the storage space at the Public Health Hospital. Ms. McInnis states that the costs are likely to be minimal as the Presidio is not going to charge for the rental space but may seek to cover some of its costs, such as utilities.

6. The temporary salary monies for two Pages who would be hired to retrieve books from the Public Health Hospital storage facility at the Presidio would work 15 hours per week at \$8.55 per hour for 16 weeks for a total of \$4,104. The requested supplemental appropriation is based on the two

BOARD OF SUPERVISORS
BUDGET ANALYST

Pages beginning work on March 9, 1990. However, the earliest that these two positions could be funded is March 30, 1990. Therefore, the requested amount of \$210,569 should be reduced by \$770 from \$210,569 to \$209,799 as follows:

	<u>Requested Funding</u>	<u>Recommended Amount</u>	<u>Recommended Savings</u>
<u>Source of Funding</u>			
General Fund	<u>\$210,569</u>	<u>\$209,799</u>	<u>\$770</u>
 <u>Proposed Use</u>			
Temp. Salaries	4,104	3,334	770
Truck Rental	1,320	1,320	0
Materials & Supplies	38,645	38,645	0
Metal Shelving	28,000	28,000	0
Services of Other Depts - Real Estate	3,500	3,500	0
Services of Other Depts - Bldg. Repair	50,000	50,000	0
Professional Serv. - Asbestos Abatement	<u>85,000</u>	<u>85,000</u>	<u>0</u>
Total	\$210,569	\$209,799	\$770

Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reduce the needed funding by \$770 from \$210,569 to \$209,799 and approve as amended.

Item 9 -File 101-89-90

Department: Department of Parking and Traffic (DPT)

Item: Supplemental Appropriation for professional services.

Amount: \$18,000

Source of Funds: Off-Street Parking Fund Unappropriated Revenue

Description: The Department of Parking and Traffic (DPT) proposes to hire a financial advisor to prepare a capital facilities financing plan for the acquisition and construction of new neighborhood parking projects and for facilities and equipment needed for the new Department, as approved by the voters on November 8, 1988 with the passage of Proposition D. The Parking and Traffic Commission approved the use of \$18,000 for such services on January 9, 1990.

In advising the Parking and Traffic Commission, the Department of Parking and Traffic (DPT) has completed a review of financial advisor qualifications and has selected the firm of Evensen Dodge/Charles A. Bell Securities, Inc. to perform the financial services which are the subject of this legislation. DPT sought proposals from financial firms and received fifteen replies. Of these replies, five firms were interviewed prior to the final selection of the joint venture of Evensen Dodge/Charles A. Bell Securities, Inc. The selection process included the application of MBE/WBE preferences by the Human Rights Commission (HRC).

Comments: 1. According to Mr. Kevin Haggerty of the Parking Authority, the selected financial advisor will initially prepare a capital facilities financial plan for facilities and equipment needed by the new Department and for the acquisition of land and construction of parking and traffic facilities. The financial advisor will charge on a time and materials basis with hourly rates as follows:

Principal	\$145
Vice President	120
Assistant Vice President	110
Associate	95
Word Processor	40

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed contract does not identify a specific number of hours needed by category to complete the financial plan. However, the financial advisor has committed to a not-to-exceed amount of \$12,500 for the development of the plan. Actual out-of pocket expenses such as travel, lodging, meals, and overnight mail deliveries, estimated to cost up to \$5,500, would be billed separately, for a total estimated cost of up to \$18,000.

In addition to the \$18,000 proposed in the current legislation, an additional \$12,000 is expected to be included in next year's budget and \$15,000 in the following year for a total \$45,000 in anticipated financial services over the next two and one-half years.

2. Mr. Bayard Fong of the HRC advises that Charles A. Bell Securities represents the MBE firm in the joint venture selected to advise the Department of Parking and Traffic. The MBE firm would be allocated 35 percent or \$15,750 of the total \$45,000 amount currently anticipated for the proposed consultant services.

Recommendation: Approve the proposed supplemental appropriation.

Item 10 - File 101-89-91

Department: Municipal Court

Item: Supplemental Appropriation Ordinance to replenish a Revolving Fund cash shortage.

Amount : \$2,000

Proposed Source of Funds: Salary savings in the Municipal Court's Permanent Salaries - Miscellaneous budget for 1989-90.

Description: On January 25, 1990, the Municipal Court incurred a \$2,000 shortage in their daily receipts for bails, fines and restitution. Judge George Choppelas, Presiding Judge of the Municipal Court, states that the cash shortage has been reported to the Treasurer's, Controller's and District Attorney's Offices. Judge Choppelas indicates that the employees involved have been retrained on cash handling and control procedures to avoid a recurrence.

The District Attorney's Office indicates that their investigation into the causes of the \$2,000 cash shortage are continuing.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 11 -File 101-89-92

Department: Juvenile Court

Item: Supplemental Appropriation Ordinance to establish an overtime budget for 1989-90 for the Youth Guidance Center, Log Cabin Ranch and administrative functions of the Juvenile Court.

Amount: \$54,360

Proposed Source of Funds: Mandatory Fringe Benefit savings in the Juvenile Court's 1989-90 budget.

Description: In the past, the Juvenile Court has only been paying employees that have worked more than their regular shifts (overtime) at their regular base hourly rate of pay (straight-time) with no other additional compensation for working in excess of their regular shifts. Also, some supervisors have been paid at lower, non-supervisor rates of pay for overtime worked. The City Attorney's Office has advised the Juvenile Court that these practices violate both the City's Civil Service regulations and Federal labor laws.

Because of this past practice, the Juvenile Court has only previously budgeted a minimal amount for overtime pay or has only previously budgeted overtime pay for special programs. The Juvenile Court's previously approved 1989-90 overtime budgets for the Youth Guidance Center (YGC), the Log Cabin Ranch and administration are as follows:

<u>Division</u>	<u>1989-90 Overtime Budget</u>	<u>Comment</u>
Youth Guidance Center	\$43,474	Overtime funding for a Special Training Program
Log Cabin Ranch	0	
Administration	<u>3,068</u>	(Minimal Amount)
Total	\$46,542	

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed supplemental appropriation ordinance would correct the Juvenile Court's overtime payment practices by establishing overtime pay budgets based on actual overtime usage for the six month period from July 1, through December 31, 1989. The actual usage for this period and the projected value of such overtime is as follows:

<u>Classification</u>	<u>Overtime Hours Per Month</u>	<u>Hourly Overtime Pay Rate</u>	<u>Overtime Cost Per Month</u>	<u>Overtime Cost Per Year</u>
<u>Youth Guidance Center</u>				
8320 Counselor	720	\$ 21.81	\$15,703	\$188,436
8322 Sr. Couns.	92	29.07	2,674	32,088
8324 Supervisor	30	31.40	942	11,304
8320 Counselor (Temporary)*	240	13.21	<u>(3,170)</u>	<u>(38,045)</u>
Subtotal - Youth Guidance Center			\$16,149	\$193,783
<u>Log Cabin Ranch</u>				
8321 Counselor	88	\$25.78	\$2,277	\$27,327
2654 Cook	13	23.19	301	3,618
7334 Stationary Engineer	13	28.79	<u>374</u>	<u>4,488</u>
Subtotal - Log Cabin Ranch			\$2,952	\$35,433
<u>Administration (Youth Guidance Center)</u>				
2654 Cook	20	\$23.19	\$464	\$5,566
7334 Stationary Engineer	27	29.64**	<u>800</u>	<u>9,600</u>
Subtotal - Administration			\$1,264	\$15,166
Total Projected Overtime Cost			<u>\$20,365</u>	<u>\$244,382</u>

* The Juvenile Court predicts that paying overtime at the proper rate will reduce the need for Temporary Employees. (\$13.21 is actual rate paid to temporary employees).

** Includes shift differential premium pay.

BOARD OF SUPERVISORS
BUDGET ANALYST

Although the table above justifies an annual overtime budget of \$244,382, the Juvenile Court believes that only \$200,000 would be necessary on an annual basis (\$16,667 monthly) because of changes in personnel and management practices that the new Chief Probation Officer plans to implement. Therefore, the proposed supplemental appropriation ordinance would appropriate \$54,360 for overtime for the five-month period from February 1 through June 30, 1990, computed as follows:

Overtime Budget for Five Months (\$16,667 per mo.)	\$83,335
--	----------

Less unneeded overtime budgeted for the YGC
Special Training Program due to delayed implemen-
tation of the program (28,975)

Overtime Budget Request (Proposed Supplemental Appropriation)	\$54,360
---	----------

Comment:

Ms. Jeanne Bailey of the Juvenile Court reports that the Juvenile Court actually began paying for overtime at time and one-half beginning March 1, 1990. Therefore the proposed supplemental appropriation ordinance should be reduced by \$16,667 for the month of February 1990 from \$54,360 to \$37,693 for the four month period from March 1 through June 30, 1990.

Recommendation:

Amend the proposed Supplemental Appropriation Ordinance to reduce the requested amount by \$16,667 from \$54,360 to \$37,693 and approve the proposed Supplemental Appropriation Ordinance as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 12 and 13 - Files 101-89-93 and 102-89-37

Department: Department of Public Health (DPH)

Items: Ordinance (File 102-89-37) to amend the 1989-90 Annual Salary Ordinance to create 12 new positions (7.12 FTEs) in the DPH, Community Mental Health department.

Supplemental Appropriation Ordinance (File 101-89-93) to fund the 12 newly created positions and to fund related operating expenses.

Amount: \$493,789

Proposed Source of Funds: \$3.6 million Public Safety Reserve established in the 1989-90 Budget (Balance in this Reserve is \$810,539 as of February 2, 1990).

Description: In the matter of Stone versus the City and County of San Francisco, the City was ordered to construct a new 300-bed jail facility at the San Bruno Jail Number 4. The original funding for the medical/psychiatric health services at the facility was based on the assumption that a very strict admission criteria would be enforced limiting the occupancy of the facility to men who were determined to be fall into the category of "medical low risk." All medically high risk inmates and inmates requiring labor intensive medical services were to remain in the other three jails.

Due to extreme overcrowding problems, the Sheriff's Department had to abandon this selective housing of only low risk men at San Bruno Jail #4 in May of 1989. Medically high risk men, as well as low risk men, are now housed at the San Bruno Jail #4 and the facility also houses women who require a different and more labor intensive medical/psychiatric health services staffing than does a male population.

Because of this departure from the original intent of the facility, according to CMHS the overtime and temporary salary accounts at the end of fiscal year 1988-89 were over expended. The proposed supplemental appropriation ordinance would augment staffing and equipment levels that will enable CMHS to provide the same level of services at the San Bruno Jail #4 as is provided at the other jails which also house a mixed population of men and women, both low and high risk.

The proposed supplemental appropriation ordinance would also fund the necessary equipment to automate the Patient Tracking and Pharmacy Services System as required in the May 1987 consent decree. The consent decree requires that the system be completed by October of 1990.

San Bruno Jail #4 Medical/Psychiatric Unit Augmentation

The proposed ordinance (File 102-89-37) would amend the 1989-90 Annual Salary Ordinance to create 12 new positions in the Forensic Medical Division of the Community Mental Health Department. The classifications and numbers of positions needed were determined by established formulas which are based on the types of medical and psychiatric problems experienced by high risk men and women inmates. The 12 positions, to be classified at a future meeting of the Civil Service Commission, are as follows:

<u>Positions Created</u>	<u>Classification</u>	<u>FTE</u>	<u>Biweekly Salary</u>	<u>Top Step Annual Salary</u>
1	2202 Dental Aide	0.10	\$895-1,083	\$28,158
1	2230 Physician Specialist	0.15	\$2,459-2,989	77,714
1	2450 Pharmacist	0.25	\$1,513-1,835	47,710
1	2920 Medical Social Worker	0.12	\$1,349-1,634	42,484
7	2320 Registered Nurse	6.25	\$1,508-1,764	321,048
<u>1</u>	2328 Nurse Practitioner	<u>0.25</u>	<u>\$1,650-2,064</u>	<u>53,664</u>
12	Total	7.12		\$570,778

The proposed supplemental appropriation ordinance (File 101-89-93) would fund the 12 newly created positions (7.12 FTEs) from February 19 through June 30, 1990 and other operating costs necessary to provide medical services at San Bruno Jail # 4 as follows:

Personnel Costs

Permanent Salaries - Misc.	\$9,964	
Permanent Salaries - Nurses	144,909 *	
Temporary Salaries - Nurses	27,575	
Mandatory Fringe Benefits	<u>65,076</u>	
Total Personnel Costs		\$247,524

Operating Costs

Medical Services Contracts

Seton Hospital

to handle medical emergencies
that cannot be transferred to San
Francisco General Hospital

\$10,000

Psychiatric Counselor

(\$2,688/mo for 4.5 mos.)

12,094

Total Medical Contracts

\$22,094

Telephone

1,350

Materials and Supplies

3,650

Equipment

Doppler fetal pulse detector \$ 600

Electronic medication cart

(2 @ \$2,715)

5,430

Total Equipment

6,030

Services of Other Depts. - Reproduction

675

Total Operating Costs

\$33,799

Total San Bruno Jail #4 Medical/

Psychiatric Unit Augmentation Costs

\$281,323

*Of the \$144,909 requested for nurses' salaries, \$40,424 includes pay for two nurses that worked between July 5 and November 25, 1989, and one nurse that worked between October 14 and November 25, 1989. DPH hired these nurses in order to provide the additional medical/psychiatric services necessitated by an increase in the inmate population at San Bruno Jail #4.

Patient Tracking and Pharmacy Services
System Automation

The proposed supplemental appropriation ordinance (File 101-89-93) would also fund the necessary equipment to automate the Medical Records System as required in the May 1987 order of the consent decree. The consent decree order requires that the system be completed by October of 1990.

Data/Word Processing Professional Services	\$90,000
This \$90,000, when combined with an additional \$90,000 to be included in the 1990-91 budget for a total of \$180,000, would purchase an application software package including software, installation, testing, training and other related expenses to implement the automated Patient Tracking and Pharmacy Services System. These consulting services will be obtained through a Request for Proposal (RFP) process. DPH expects to select a vendor within a week.	
Data/Word Processing Equipment Maintenance	12,000
Telephone	
Data Line Installation (57 @ \$85)	\$ 4,845
Data Line monthly costs (57 @ \$50/mo for 4.5 mos.)	<u>12,825</u>
Total	\$17,670
Data/Word Processing Equipment	
Computer Terminal (57 @ \$192)	\$10,944
Tape Drive (1 @ \$4,800)	4,800
Printer (10 @ \$490 and 6 @ \$1,012)	10,972
Modem (100 @ \$550 and 8 @ \$1,385)	<u>66,080</u>
Total	<u>92,796</u>
Total Patient Tracking and Pharmacy Services System Automation Costs	<u>\$212,466</u>
Total Proposed Supplemental Appropriation Ordinance	<u>\$493,789</u>

Recommendation: Approve the proposed Supplemental Appropriation Ordinance.

Item 14 - File 64-90-4

Note: This item was continued and transferred from the Governmental Operations Committee meeting on February 26, 1990.

Departments:	Department of Public Works Real Estate
Item:	Resolution authorizing a new sublease of real property
Location:	1170 Market Street, entire 7th floor
Purpose of Sublease:	Office space for the Personnel Administration Division and the Computer Services Division of the Department of Public Works.
Sublessor:	The Pacific Gas & Electric Company (PG&E) currently leases the property at 1170 Market Street. Therefore, the City would be a sublessee of PG&E.
Number of Sq. Ft. and Cost/Month:	Approximately 4,700 square feet @ \$1.17/square feet = \$5,483.33/Month
Annual Cost:	\$65,800
% Increase over most Recent Lease:	The DPW is currently occupying office space at City Hall at no cost.
Utilities and Janitor Provided by Sublessee:	Yes
Source of Funds:	Departmental Overhead and Administrative Funds included in DPW's 1989-90 budget.
Term of Sublease:	The sublease would commence on the date that the sublease is authorized by the Board of Supervisors and end June 30, 1990.
Right of Renewal:	The City would have the right to four (4) one-year options to extend the term of the sublease, commencing July 1, 1990, plus a final option for the period July 1, 1994 through February 27, 1995.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. The DPW's Personnel Administration Division, consisting of 15 employees, is currently occupying space in Rooms 255 and 259 at City Hall. Room 255 (approximately 1,100 sq. ft.) which is occupied by ten of the 15 employees, is now required by the Clerk of the Board of Supervisors to house six new staff. Mr. John Taylor, Clerk of the Board, anticipates that four of the six new staff would be hired by approximately April 15, 1990, thus office space would need to be available on that date.

2. The DPW's Computer Services Division has a current budgeted staff of 17 employees, (two positions are vacant). Eleven of the 15 filled positions occupy space in Room 368C (approximately 364 sq. ft.), and a portion of Room 253 (approximately 200 sq. ft.) at City Hall. The remaining four filled positions, along with a large assortment of office furniture and equipment (i.e., files, storage cabinets, computer and data processing equipment), occupy space in the hallway adjacent to Room 368C. Mr. Gerald Costanzo of DPW advises that while the Department has not been formally cited by the Fire Department, the Fire Marshal has expressed serious concerns regarding a potential fire hazard in connection with the large quantity of office furniture and equipment in the hallway. In addition, the DPW employees' union has registered complaints regarding the disruptive environment of the hallway area in which the four employees must perform their work.

3. According to Mr. Costanzo, in order to alleviate the overcrowding in the Computer Services Division, the DPW is proposing to relocate 11 employees to the new location at 1170 Market Street. In addition to these 11 employees, the two vacant positions that are in the process of being filled would also be housed at the new location. Four employees, would remain at City Hall in Rooms 368C and 253 in order to be near DPW's mainframe computer. The additional space made available in these two rooms by the relocation of the 11 employees to 1170 Market St. would be used to house the majority of the office furniture and equipment currently located in the hallway adjacent to Room 368C. This would result in no employees or furniture and equipment being located in the hallway.

4. Mr. Phil Aissen of the Real Estate Department reports that the proposed monthly rental of \$5,483.33 represents the fair market rental of the space proposed to be leased.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. At the Governmental Operations Committee meeting on February 26, 1990, the Budget Analyst was directed to obtain additional information regarding the costs that would be incurred as a result of the proposed sublease. Based on discussions with Mr. Costanzo of DPW, he estimates a total of \$241,500, which includes the \$19,000 for a three and a half month sublease rental costs, will be required for fiscal year 1989-90 to move DPW Personnel and Computer Services Divisions to 1170 Market Street. The attachment, prepared by Mr. Costanzo, lists each of the estimated cost items by object classification and separately identifies costs of approximately \$215,000 that would be incurred if only the Personnel Division and not the Computer Services Division were required to move. Mr. Costanzo states that for an additional estimated cost of \$26,500, the Computer Services Division could also be moved. According to Mr. Costanzo, an additional approximately \$2,000 will be incurred in overtime expenses because the move will occur during a weekend when staff will need to be available. Mr. Costanzo reports that a supplemental appropriation to cover these costs is now being prepared and will be submitted to the Mayor's Office.

6. According to Mr. John Taylor, Clerk of the Board, approximately \$33,000 for non-personnel expenditures (i.e., office furniture, telephone, facsimile machine, data/word processing equipment) would be incurred in fiscal year 1989-90 for moving new policy and clerical staff into the vacated office space.

7. Mr. Costanzo states that the moving of the DPW Personnel Administration Division from City Hall to 1170 Market Street, and the resulting costs, are attributable to the need to vacate room 255. Although the Clerk of the Board of Supervisors only requires the space in room 255, in order to maintain the integrity of the Personnel Administration Division, Mr. Costanzo states that all 15 staff must move as a unit from both rooms 255 and 259 to 1170 Market Street. Additionally, according to Mr. Costanzo and Mr. DeLucchi, Director of Real Estate, the bulk of the Computer Services Division (13 of 17 budgeted positions) must also move from rooms 368C, 253 and the third floor hallway to 1170 Market Street in order to efficiently utilize the space being made available at 1170 Market Street.

Recommendation:

Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

I. Cost Estimate of Items Required For FY1989-90 For Moving DPW
Personnel and Computer Services Divisions to 1170 Market

- 1) Object 109 - Copy machine Rental - \$1,500
Upgrade existing leased copier now being used only by Personnel Administration to a size that can be shared by both divisions.
- 2) Object 120 - Moving Expenses - \$8,000 (\$6,000P)
Cost of move from City Hall to 1170 Market per estimate from the Purchaser's contract vendor (Lynch & Sons).
- 3) Object 146 - Rental of Property - \$19,000
Rental of 7th floor at 1170 Market at monthly rate of \$5,483.33 for 3-1/2 months.
- 4) Object 220 - Fax Machine Purchase - \$4,000
Purchase of two fax machines at \$2,000 each. One to be located at 1170 Market and 1 to be located in City Hall. Required for frequent communication between the two locations.
- 5) Object 220 - ATT System 75 - \$51,000
Purchase of PBX including tie line to City Hall which is compatible with the City's new telephone system. Existing telephone instruments can be used with the PBX.
- 6) Object 220 - Office Furniture - \$70,000
Purchase of office furniture to replace old existing furniture which is not compatible with the layout and space at 1170 Market.
- 7) Object 231 - DP Equipment - \$43,000 (\$30,000P)
Communications equipment needed so that the Personnel and Computer Services divisions' computer equipment can communicate with the DPW host computer in City Hall.
- 8) Object 303 - Real Estate - \$3,500
Services of Real Estate department for preparation of the lease agreement at 1170 Market.
- 9) Object 318 - Building Repair - \$41,500 (\$30,000P)
Services of Building Repair for tenant improvements which include:
 - a) Office Alterations - \$12,000 (Additional \$10,000 to be picked up by Sub-lessor)
 - b) Electrical Work - 8,000
 - c) Telephone Wiring - 10,000
 - d) Data Line Wiring - 11,500

The total cost of the above items is \$241,500. (Less \$26,500 = \$215,000P)

Note: Unless Personnel Division's portion of the cost of each item is specifically identified, i.e. (\$XXXXP), the total cost of the item will be required even if only Personnel Division is moved.

Item 15 - File 93-90-5

Department: City Attorney

Item: The proposed resolution would authorize an indemnity provision in the contract between the City, acting through the City Attorney, and the California State Department of Motor Vehicles (DMV).

Description: The proposed resolution would authorize the City Attorney's Office to enter an agreement with the DMV that would permit the City Attorney's Office to have on-line, direct access to the DMV database. The proposed agreement, which is in the form of a Memorandum of Understanding, would enable the City Attorney's Office to obtain information on vehicle registration and driver license records. This information would be used to locate witnesses and identify defendants for service of summons, complaints and subpoenas, to identify personal property pursuant to investigation, to verify ownership of vehicles involved in claims by or against the City and to verify driver record status.

The term of the proposed agreement would run from the date of final approval of the proposed resolution until June 30, 1994. The proposed agreement could be terminated by either party with at least 30 days prior written notice.

The proposed agreement would indemnify and hold harmless the DMV from any and all claims which may be brought or alleged against DMV by reason of the negligent, improper or unauthorized use by the City Attorney of the information provided by the DMV to the City Attorney.

Comment: Mr. Gary Shweid of the City Attorney's Office reports that the City Attorney's Office has had access to the information that would be made available through the proposed agreement by telephone call-up but has not previously had on-line, direct access, as provided for in the proposed agreement. Since the DMV would provide access to this information at no charge, the approval of the proposed agreement would result in no costs to the City. Mr. Shweid also states that the City Attorney's Office has all of the equipment required for the on-line, direct access and there would be no additional equipment costs for the City.

Recommendation: Approval of the proposed resolution, which would indemnify and hold harmless the DMV, is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 16 - File 270-90-7

1. The proposed resolution would adopt the "Hazard Mitigation Plan Following the Loma Prieta Earthquake" prepared by the Chief Administrative Officer (CAO) as the Hazard Mitigation Plan for the City to be submitted to the Governor's Authorized Representative in order for the City to receive federal disaster relief.

2. Federal regulations require that local jurisdictions prepare hazard mitigation plans in order to be eligible for receipt of federal disaster aid, including reimbursement from the Federal Emergency Management Agency (FEMA). In January of 1990, the Mayor appointed the CAO as the Local Hazard Mitigation Coordinator (a position required by FEMA) to prepare the plan that would be adopted by the proposed resolution. The proposed Hazard Mitigation Plan was prepared in consultation with various City Departments and through the testimony at the hearings of the Board of Supervisors Special Earthquake Recovery Committee.

3. The Hazard Mitigation Plan describes measures to reduce or eliminate threats to human life and property due to a future disaster. The Hazard Mitigation Plan summarizes the City's current programs in areas such as emergency and community preparedness, seismic retrofit and building strengthening. The report identifies 22 such ongoing programs. The Hazard Mitigation Plan also details the mitigation measures which the City plans to pursue to prevent damage from future earthquakes. There are 45 such measures detailed in the report. Funding sources for these measures would include the General Fund or other City funds, federal grant funds and, if approved by the voters in June 1990, proceeds from a \$332 million bond issue that includes funds for retrofit/reinforcement of public buildings. Any mitigation measures proposed to be partially or fully funded through the General Fund or other City funds would be subject to approval by the Board of Supervisors.

Comments:

1. As mentioned above, the adoption of a hazard mitigation plan is necessary for the City to be eligible to receive federal disaster aid. The adoption of a hazard mitigation plan is also necessary for the City to be eligible to apply for federal hazard mitigation grants. These grants can be used as a funding source for some of the proposed mitigation measures contained in the proposed Hazard Mitigation Plan. The federal hazard mitigation grants are awarded by FEMA through the State Office of Emergency Services.

2. Any proposed mitigation measures funded through City funds or applications by City Departments for federal grants, which may be ultimately approved by the Mayor and submitted to the Board of Supervisors, would be analyzed in detail by the Budget Analyst and be subject to approval by the Board of Supervisors.

Recommendation:

Approve the proposed resolution.

Item 17 - File 100-89-1.9

Departments: Parking Authority

Item: Release of reserve

Amount and Time: \$30,060

Description: In approving the 1989-90 Annual Budget for the Parking Authority, the Board of Supervisors appropriated \$60,120 in Services of Other Departments - Police Department for police protection on a overtime basis at the 22nd/Bartlett parking facility in the Mission District, but reserved \$30,060 which represented the costs of such services for the six-month period from January 1, 1990 through June 30, 1990. During the first six months of fiscal year 1989-90, the Parking Authority was to develop a more economical method of providing the protection needed for the 22nd/Bartlett parking facility.

According to Mr. Phil Chin, Director of the Parking Authority, work is still continuing to develop an alternative plan for protective services at the 22nd/Bartlett parking facility and at a second parking facility in the Mission District at 16th and Hoff Streets, both parking sites developed in conjunction with the development of subsidized housing. At the 22nd/Bartlett parking facility there are 51 units of subsidized housing sponsored by the Housing Development and Neighborhood Preservation Corporation (La Raza) and at the 16th/Hoff parking facility there are 49 units of subsidized housing sponsored by the Mission Housing Development Corporation (MHDC). Mr. Chin advises that to address the objective of finding more cost-efficient security at 22nd/Bartlett, as well as to provide new security services at 16th/Hoff, the Parking Authority has developed a tentative plan in conjunction with La Raza and MHDC as well as two other non-profit corporations, Horizons Unlimited and Real Alternatives.

At the urging of La Raza and MHDC, the plan would, through the auspices of Horizons Unlimited and Real Alternatives, contract for the services of a private security firm, and for the development of a related program to provide training and hiring of residents from housing at the two parking locations to perform some of the security services. Mr. Chin estimates that such a plan could be operational by July of 1990, and such services at both the 22nd/Bartlett and 16th/Hoff locations would cost only \$7,480

BOARD OF SUPERVISORS
BUDGET ANALYST

more than the current police services at just one facility at the 22nd/Bartlett location.

According to data provided by the Parking Authority, a comparison of costs of current protective services for one facility with the proposed services for two facilities is as follows:

<u>Service Provider</u>	<u>Annual Cost</u>
Police Department Services at 22nd/Bartlett Garage: @ 6 hours/day, 5 days/week	\$60,120
Private Security Services at both 16th/Hoff and 22nd/Bartlett Garages: @ 8 hours/day, 5 days/week (16th/Hoff) 4:00 p.m. - 8:00 p.m. 10:00 p.m. - 2:00 a.m. @ 6 hours/day, 5 days/week (22nd/Bartlett) 2:00 p.m. - 8:00 p.m.	<u>\$67,600</u>
Additional Cost of Private Security Services	\$7,480

A private uniform security guard firm would provide security and prevent damage to the parking garage site, contact proper authority for abandoned vehicles, and contact San Francisco Police Department on all incidents.

In the meantime, the Parking Authority is requesting the release of the \$30,060 in reserve so that the services of the Police Department can continue through June 30, 1990 at which time the alternate plan for security services would be ready to be implemented.

Comments:

1. According to Mr. John Madden in the Controller's Office, the \$30,060 reserve was encumbered erroneously on Traffic Engineering work order funds for the maintenance and repair of parking meters instead of on Police Department work order funds for police protection services. At the present time, the Police Department is continuing to provide police protection services for the security of the 22nd/Bartlett garage, and has expended, since January 1, 1990, approximately \$10,000 of the work order funds which should have been originally reserved in their account.

2. The City Attorney's Office advises that their review of a proposed agreement between the City and two neighborhood non-profit corporations, Horizons Unlimited and Real Alternatives should be completed in approximately four

BOARD OF SUPERVISORS
BUDGET ANALYST

weeks. The proposed agreement would include the hiring of a licensed security service agency and the provision that the security service agency would train and hire area residents to perform some of the contracted security services.

3. Mr. Chin requests that the subject reserve be released so that the existing services of the Police Department can continue while the proposal for alternative security services can be completed successfully in the next few months.

4. The release of the subject reserve would also allow funds inadvertently reserved for the maintenance and repair of parking meters to be released for such maintenance work by the Controller as those funds have been held from release as the result of a coding error in the Controller's Office.

Recommendation: Release the reserve.

Item 18 - File 100-89-1.11

Department: Department of Parking and Traffic
Parking Authority

Item: Release of Reserve

Amount: \$20,000

Description: In approving the 1989-90 Annual Budget for the Parking Authority, the Board of Supervisors reserved \$40,000, \$20,000 each for two new positions, Parking Bureau Chief and Traffic Bureau Chief, in the new Department of Parking and Traffic as approved by the voters on November 8, 1988 with the passage of Proposition D. The funds were reserved pending a report to the Finance Committee on the proposed organization of the new Department of Parking and Traffic (DPT).

At this time, the DPT has requested the release of \$20,000 of the \$40,000 reserved for one of the two budgeted bureau chief positions to assist in creating the administrative and managerial structure of the new DPT. The companion \$20,000 for the other bureau chief position would remain on reserve during the current fiscal year.

The release of the \$20,000 in reserve would finance in part a plan to develop the administrative and managerial structure of the new Department of Parking and Traffic with the hiring of a five member transition team of temporary employments, under the supervision of a bureau chief, from March 11, through June 30, 1990, as follows:

<u>Class</u>	<u>Title</u>	<u>No.</u>	<u>Amount</u>
A006	Bureau Chief @ \$3,077 bw	1	\$20,000*
1823	Sr Adm. Analyst @ \$1,618-\$1,965 bw	2	21,000
1844	Sr Mngmnt Asst. @ \$1,436-\$1,740 bw	1	11,250
1450	Exec. Secretary @ \$1,032-\$1,429 bw	<u>1</u>	<u>8,100</u>
	Totals	5	\$60,350

* Subject of this request.

BOARD OF SUPERVISORS
BUDGET ANALYST

In addition to the proposed request to release \$20,000 in reserve, the DPT has identified \$29,100 in existing salary savings and \$11,250 in existing work order funds currently budgeted to the Tax Collector, which are not needed for the Tax Collector according to Ms. Rina Cutler, Director of the Department of Parking and Traffic. These resources total \$60,350, which is the amount needed to fund the five temporary positions for the proposed transition team for the new Department of Parking and Traffic for the period March 11, 1990 through June 30, 1990.

The Bureau Chief would be responsible for the following duties:

- establish payroll, accounting and personnel systems;
- issue contracts for the development of a parking management information system;
- create the department's budget and fund structure;
- resolve outstanding legal issues;
- confer with unions;
- develop MOU's with other City departments regarding division of authority and responsibilities;
- identify locations suitable to house the department's employees; and
- supervise the work of the analysts.

One Senior Administrative Analyst would serve as an operations analyst with the goal of improving public safety, parking availability, productivity and revenue generation, would analyze existing and proposed parking enforcement programs such as the boot program, would review current operational practices such as deployment of the Parking Control Officers, and would address the issues of radio communications and meter security systems.

The other Senior Administrative Analyst would serve as a management analyst, would develop training materials, would establish standard operating procedures, would write a transition and implementation plan, would analyze current on-street parking regulations, and would design productivity reports and monitoring criteria.

BOARD OF SUPERVISORS
BUDGET ANALYST

The Senior Management Assistant would serve as fiscal administrator, would coordinate with the Controller and Civil Service to process budget, accounting and payroll documents, would provide comprehensive analysis of current revenue sources, including residential permits, parking meter revenue and traffic fines, and develop a revenue projection model.

The Executive Secretary would provide support to the other members of the transitional team.

Comments:

1. Ms. Cutler advises that it is still unclear what permanent staffing will be needed for the new DPT and, therefore, temporary personnel including a bureau chief would be hired to focus on creating the administrative and managerial structure of the new department and ensure an orderly transition on July 1, 1990. According to Ms. Cutler, details on the duties and responsibilities of the new department would be determined later, after the work of the transition team has been completed.

2. The 1989-90 Annual Budget funds the position of Director of Parking and Traffic at the full \$90,000 level. Because the position was not filled until January 18, 1990, there is a surplus in the permanent salary line item of \$48,468 (14 pay periods times \$3,462 bi-weekly). Mr. John Madden of the Controller's Office agrees that this surplus may be used for the temporary employments but only during the current budget year.

3. Based on the analysis of the Budget Analyst, the full allocation of \$48,468 in salary savings, which is available to assist in the funding of the transition team and the submission of a revised cost plan from DPT for the proposed five temporary employments, would reduce the need to release \$20,000 in reserve as follows:

Revised Salary Needs for Proposed Five Temporary
Employments, (8 pay periods, March 11, - June 30, 1990):

Bureau Chief	\$23,080	
Senior Administrative Analyst	12,920	
Senior Administrative Analyst	12,920	
Senior Management Assistant	11,250	
Executive Secretary	<u>8,256</u>	
Subtotal		\$68,426

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 7, 1990

Less:	Salary Savings	\$48,468	
	Work Order to Tax Collector not needed by Tax Collector	<u>11,250</u>	
	Subtotal		<u>59,718</u>
	Total Additional Funds Needed from Reserve		\$ 8,708
	Amount Requested to be Released from Reserve		<u>20,000</u>
	Amount which should be Maintained in Reserve		\$11,292

4. According To Ms. Susan Hockey of the Civil Service Commission, the proposed staffing for the transition team has been approved by Civil Service as temporary positions, and thus no new permanent positions are being requested.

Recommendation: Release the reserve in the amount of \$8,708 and continue to reserve \$11,292.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 19 - File 100-89-21

1. This is a hearing to consider the fiscal impact of Proposition 99 (Tobacco Tax) revenue on the 1989-90 and 1990-91 budgets of the Health Department.

2. Proposition 99, through the AB 75 enabling legislation, provides new funds to be administered by county health departments 1) to provide counties with additional funds to meet the healthcare needs of indigent persons, 2) to address the uncompensated care costs of private hospitals and physicians, 3) to provide follow-up medical services for the existing Child Health and Disability Prevention (CHDP) program, and 4) to provide tobacco use prevention education. Proposition 99 funds are also available to counties for capital projects for medical facilities. The categorical (or restricted) uses of Proposition 99 funds are to provide health education regarding the use of tobacco and to reimburse physicians and private hospitals for the costs incurred through the provision of healthcare to medically indigent persons. Discretionary uses are for provision of medical services to indigent persons. The allocation of monies for this purpose are to be determined by the individual counties as long as spending for indigent care exceeds 1988-89 (base year) levels and that the county health system provides the same or an increased level of outpatient services.

3. Approximately \$26.9 million in total Proposition 99 - AB 75 revenue will be made available to the City and County of San Francisco for the current 1989-90 fiscal year. The current estimate for 1990-91 Proposition 99 funds allocated to San Francisco is \$18.6 million. The decrease is due to the fact that the Fiscal Year 1989-90 revenues include one-time only allocations for capital outlays, physician services and county hospital services; whereas Fiscal Year 1990-91 revenues do not include such one-time allocations. There was also a slight reduction in overall AB75 revenues available because of the declining tobacco tax revenue base.

4. These funds will be allocated in the manner displayed in the table on the following page, according to provisional proposals of the DPH. The revenues earmarked for discretionary purposes (i.e. \$14.5 million in 1989-90 and \$12.0 million estimated for 1990-91) are to be applied against programs and services already funded in the current year budget and anticipated for 1990-91, according to the Mayor's planning estimates. This allocation of Proposition 99 revenue is permitted since funding levels already meet the criteria described above and substantially exceed expenditures for eligible services during the base fiscal year of 1988-89.

5. Both the Health Department and the Mayor's Office have informed the Budget Analyst that they will be prepared to make presentations to the Finance Committee on this subject at the Finance Committee meeting of March 7, 1990.

BOARD OF SUPERVISORS
BUDGET ANALYST

Proposition 99 Provisional Allocations
(in \$ millions)

		Fiscal Year <u>1989-90</u>	Fiscal Year <u>1990-91</u>
<u>Categorical Allocations</u>			
Capital Outlay		\$ 4.0	
Tobacco Education		1.6	\$ 1.6
Private Hospitals		3.3	3.0
Physician Services			
	One-time	1.3	
	On-going	<u>2.2</u>	<u>2.0</u>
Subtotal		\$ 12.4	\$ 6.6
<p>- the above amounts are for one time capital projects, tobacco education and to pay private hospitals and physicians for unreimbursed costs incurred in the the provision of healthcare to indigent persons</p>			
<u>Discretionary Uses</u>			
County Hospitals		7.6	7.2
Other County Health Services		5.1	4.8
One time Hospital Costs		<u>1.8</u>	<u>-</u>
Subtotal		\$ 14.5	\$ 12.0
<p>- to reimburse the City and County for increased costs incurred over the base year (1988-89) for healthcare of indigent persons</p>			
<u>Total Provisional Allocation</u>		\$ 26.9	\$ 18.6

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 20 -File 100-89-22

1. This item is a hearing to consider a report from the Retirement Board on the impact of the City's implementation of the new Workers' Compensation legislation which became effective on January 1, 1990.

2. Ms. Clare Murphy, General Manager of the Employees' Retirement System, reports that her main response to this issue will be a verbal report to the Finance Committee. The Retirement Board's written report contains only a restatement of the State legislation but does not contain any analysis of the fiscal impacts on the City because, according to Ms. Murphy, the legislation is subject to definition and interpretation by further State regulation. Although the new State legislation makes major changes in Workers' Compensation benefits, which would result in cost increases to the City, there is no effective method for the Retirement Board to analyze the costs and fiscal impact on the City's budget at this time, according to Ms. Murphy. The Retirement Board's written report summarizes the new Worker's Compensation legislation as follows:

This reform makes numerous changes in the Workers' Compensation benefit structure, benefit delivery system, and benefit financing provisions generally designed to increase benefits, particularly during periods of temporary disability, and reduces delays in the administration of benefits and the adjudication of disputes, financed in part through structural changes in the system relating to psychiatric injuries, vocational rehabilitation, and the evaluation of medical issues. The reforms reflect lower increases in the temporary disability benefits, but modest increases in permanent disability rates which were not part of the original reform proposals.

Item 21 - File 106-89-4

Note: This item was continued at the February 7, 1990 Finance Committee meeting.

1. This is a hearing to consider the submission of a report from the Civil Service Commission regarding examination and classification functions.

2. At the July 12, 1989 Finance Committee meeting, the Finance Committee requested that the Civil Service Commission work with the Mayor's Office, the Controller and the CAO to develop a plan for examination and classification functions.

3. The Civil Service Commission submitted a report to the Finance Committee on November 14, 1989 addressing the personnel problems related to the backlog in the Civil Service Examination and Classification Programs. The report included a survey of all City department heads to collect information concerning vacant positions, eligibility lists that are due to expire, priorities for developing and administering exams, etc. On December 7, 1989 the Civil Service Commission submitted a Civil Service Management Action Plan outlining a multi-year program to implement the recommendations contained in the original report.

4. The report submitted by the Civil Service Commission identified a number of problems affecting personnel management activities throughout the City and County. A partial list of these problems as reported by the Civil Service Commission includes:

1) The classification system is seriously out-of-date, and, in too many cases, does not reflect current work assignments.

2) The present classification structure requires a large number of exams.

3) The present staffing level in the Examination Unit has been insufficient to produce the exams needed to maintain current eligible lists.

4) Present examination procedures do not give significant consideration to actual job performance, either in setting eligibility to take exams or in ranking on eligibility lists.

5. The Civil Service Management Action Plan proposes a number of steps to solve the identified problems. These steps include conducting a multi-phase Classification Study, the hiring of eight additional staff for the Classification Unit, the hiring of 20 additional examination analysts and a study by the Civil Service Commission on possible changes in the personnel provisions of the Charter. The cost of the plan in Fiscal Year 1989-90 is estimated to be \$1,177,149. The total estimated cost of the plan from Fiscal Year 1989-90 through Fiscal Year 1997-98 is \$18,304,915. The average cost for the program per year would be approximately \$2,033,900. A summary of the Civil Service Management Action Plan is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments

1. The Budget Analyst notes that in its present form the Civil Service Management Action Plan would represent a substantial increase in the budget and personnel of the Civil Service Commission. The staff of the Examination Unit would increase 63 percent from the current level of 41 FTEs to 67 FTEs. The staff of the Classification Unit would almost double from 8.2 FTEs to 16.2 FTEs. The average cost of this proposal is \$2,033,900 per year over the 9-year period of the proposal. If the average per year cost of \$2,033,900 is added to the current \$6,514,758 Fiscal Year 1989-90 budget of the Civil Service Commission, the total budget would be \$8,548,658. This would represent a 31.2 percent increase over the current Fiscal Year 1989-90 budget.

2. Civil Service Commission staff indicate that it is difficult to calculate the amount of any financial savings that would accrue to the City through the implementation of the Civil Service Management Action Plan. Mr. Al Walker notes that there could be some reduction in costs in that a streamlined and up-to-date Civil Service system would result in fewer lawsuits and grievances being brought against the City.

3. The proposed Classification Study would correct the problem of employees working out of class, realign salaries based upon more objective factors and provide accurate data for pay equity purposes. This could either increase or decrease the City's personnel costs. For those relatively small number of employees in "A" classes (employees in positions that have not yet been formally classified but which have been funded) the result of the Classification Study could be that these employees should be in lower classes and the City would get a savings in personnel costs. However, one of the results of the Classification Study could be that a far larger number of employees are determined to be underpaid and this would result in much higher personnel costs for the City.

4. Another result of the proposed Classification Study could be the consolidation of a large number of classes. If the number of classes were reduced (there are currently 1,648 classifications subject to examination in the City), then the Civil Service Commission would have to administer fewer examinations. This should eventually lead to some cost savings for the City.

5. The implementation of the Civil Service Commission Action Plan would lead to a reduction in the number of provisional employees (unless the employee was a permanent employee in another class). The City does not pay retirement benefits for provisional employees and only pays Health Insurance after six months of employment. A reduction in the number of provisional employees and a corresponding increase in permanent employees would result in higher personnel costs for the City because the City would then have to pay retirement benefits and provide Health Insurance for an employees after the first six months.

CIVIL SERVICE COMMISSION MANAGEMENT ACTION PLAN EXECUTIVE SUMMARY

TABLE II

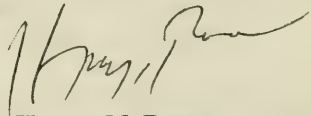
PROGRAM	START-UP (1989-90)	PHASE 1 (1990-91)	PHASE 2 (1991-92)	PHASE 3 (1992-93)	PHASE 4 (1993-94)	PHASE 5 (1994-95)	PHASE 6 (1995-96)	PHASE 7 (1996-97)	PHASE 8 (1997-98)
CLASS	Review of CSC Rules — Class Rule — Status Rule — Layoff Rule Recruit, Select & Train new Staff Issue RFP & Select Contractor	Occupation Series — Data Processing — Accounting — Executive & Admin — Executive Secy — Revenue — Engineering & Rel — Planning	Occupation Series — Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping	Occupation Series Health Services: — Hospital — Nursing — Laboratory — Therapy — Public Health — Inspection	Occupation Series — Municipal Railway — Airport — Port — Labor & Trades — Gardening	Occupation Series — Soc. & Human Svc — Recreational — Cultural — Institutional Aides — Librarians — Legal, Protect. & Detention	Full Cyclical Maintenance	Full Cyclical Maintenance	Full Cyclical Maintenance
EXAMS NEW	Recruit, Select, & Train New Staff	— Data Processing — Accounting — Executive & Admin — Executive Secy — Revenue — Engineering & Rel. — Planning	— Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping	Health Services: — Hospital — Medical — Nursing — Laboratory — Therapy — Public Health — Inspection	— Municipal Rail — Airport — Port — Labor & Trades — Gardening	— Social & Human Services — Recreational — Cultural — Librarians — Legal, Protect. & Detention			
MAINT	Catch-up (90 Exams) Ongoing 166 Exams	Catch-up Ongoing 175 Exams	Yr 1 Class Study (200 Exams) Ongoing 175 Exams	Yr 2 Class Study (200 Exams) Ongoing 175 Exams	Yr 3 Class Study (200 Exams) Ongoing 175 Exams Phase 1 (Classes)	Yr 4 Class Study (200 Exams) Ongoing 175 Exams Phase 2 (Classes)	Yr 5 Class Study (200 Exams) Ongoing 175 Exams Phase 1 & 3 (Classes)	Full Cyclical Maintenance 250 Exams Phase 2 & 4 Classes	Full Cyclical Maintenance 250 Exams Phase 1, 3 & 5 Classes
ADDITIONAL RESOURCES	26 FTE \$659,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	13 FTE \$659,430	13 FTE 659,430
EXAM: Contract, Svc	\$164,201	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$88,175	\$88,175
CLASS: Support	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE
Staff	\$249,503	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006
Contact, Svc	\$104,015	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$46,141	\$46,141
Support									
Summary TOTAL:	\$1,177,149	\$2,414,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,071,627	\$1,292,752	\$1,292,752

** Includes one time only costs.

6. Ms. Dorothy Yee of Civil Service reports that there have been 1,121 temporary personnel appointments made since July 1, 1989 due to the absence of a Civil Service eligible list from which to draw candidates. Ms. Yee states that these appointments are not just for positions authorized in Fiscal Year 1989-90 but include positions that were authorized in previous years. The Civil Service Commission was unable to provide a breakdown for the number of temporary employees hired to date of the 1,208 authorized new positions in the Fiscal Year 1989-90 Budget.

7. Any cost increases in the Civil Service budget, which may ultimately be approved by the Mayor and submitted to the Board of Supervisors, would be analyzed in detail by the Budget Analyst.

8. The Civil Service Commission has submitted a proposed Supplemental Appropriation Ordinance to the Mayor's Budget Office concerning the implementation of the Civil Service Management Action Plan. Ms. Teresa Serata of the Mayor's Budget Office reports that she will be presenting the recommendations of the Mayor's Budget Office to the Board of Supervisors with regard to the proposed Supplemental Appropriation Ordinance submitted by the Civil Service Commission.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

CF
590.25
2
2/14/90

Actions
Takes

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
MAR 19 1990
SAN FRANCISCO
CALIFORNIA

WEDNESDAY, MARCH 14, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, Item 1

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 100-89-20. To consider regular report from the Controller on the City budget. (Supervisor Walker)
ACTION: HEARING HELD. CONTINUED TO 3/21/90.

2. File 106-89-4. Hearing to consider the submission of a plan from Civil Service Commission regarding examination and classification functions. (Supervisor Walker)
(Continued from 3/7/90.)
ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR.

3. File 100-89-22. To consider report from the Retirement Board on the impact of the City's implementation of the new Workers' Compensation Legislation which went into effect January 1, 1990. (Supervisor Walker)
(Continued from 3/7/90.)
ACTION: HEARING HELD. FILED.

4. File 64-90-4. [New Sublease of Real Property] Resolution authorizing a new sublease of real property at 1170 Market Street for the Department of Public Works. (Real Estate Department)
(Continued from 3/7/90.)
ACTION: RECOMMENDED.

5. File 101-89-49. [Government Funding] Ordinance rescinding \$71,600 from Services of Other Departments - Miscellaneous Departments, Division Overhead, Professional Services and Other Contractual Services, Department of Social Services, Public Health - Central Office, Public Works - Engineering, Recreation and Park Commission - Administration/Business Office, Office of the Mayor and Public Works - Water Pollution Control for Fiscal Year 1989-90 (Work Improvement Project). RO #9132 (Governmental Operations Committee)

ACTION: CONTINUED TO CALL OF THE CHAIR.

6. File 101-89-94. [Government Funding] Ordinance appropriating \$8,620, Adult Probation, for in lieu of sick leave and authorizing for the immediate filling of vacated position of Classification 8442 - Senior Probation Officer. (Controller). RO #9209.

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$4,495. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$4,495, ADULT PROBATION, FOR IN LIEU OF SICK LEAVE AND AUTHORIZING FOR THE IMMEDIATE FILLING OF VACATED POSITION OF CLASSIFICATION 8442 - SENIOR PROBATION OFFICER." RECOMMENDED AS AMENDED.

7. File 101-89-95. [Government Funding] Ordinance appropriating \$3,636, Adult Probation, for in lieu of sick leave and authorizing for the immediate filling of vacated position of Classification 8434 - Supervising Adult Probation Officer. RO #9213 (Controller)

ACTION: TABLED.

8. File 101-89-96. [Government Funding] Ordinance appropriating \$26,410, Public Health - Central Office, for professional services. RO #9218 (Controller).

ACTION: RECOMMENDED.

9. File 101-89-97. [Government Funding] Ordinance appropriating \$19,799,658, Airport Commission, for various capital improvement projects, including earthquake related repairs. RO #9219 (Controller)

ACTION: RECOMMENDED.

10. File 101-89-98. [Government Funding] Ordinance appropriating \$15,000, Airport Commission, for entertainment and promotions. RO #9220 (Controller)

ACTION: TITLE AMENDED. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$15,000 FOR 1990 FEDERAL AVIATION MBE/WBE CONFERENCE, AIRPORT COMMISSION FOR FISCAL YEAR 1989-90." RECOMMENDED AS AMENDED.

11. File 101-89-100. [Government Funding] Ordinance appropriating \$52,105, Public Defender, for permanent salaries and related mandatory fringe benefits. RO #9223 (Controller)

ACTION: RECOMMENDED.

12. File 28-90-4. [Emergency Repair] Resolution approving emergency expenditure for repair to a San Francisco Water Department transmission water feeder main and resulting damage to the City of South San Francisco City street. (Public Utilities Commission)

ACTION: RECOMMENDED.

13. File 68-90-3. [Juvenile Justice/Delinquency Prevention] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount \$11,832 made available through the Office of Criminal Justice Planning for a project entitled "Bayview-Hunters Point Counseling Program" and agreeing to provide local matching funds in the amount of \$19,078. (Mayor)

ACTION: RECOMMENDED.

14. File 68-90-4. [Juvenile Justice/Delinquency Prevention] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount \$11,832 made available through the Office of Criminal Justice Planning for a project entitled "Sunset Counseling Program" and agreeing to provide local matching funds in the amount of \$19,278. (Mayor)

ACTION: RECOMMENDED.

15. File 68-90-5. [Juvenile Justice/Delinquency Prevention] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount \$12,500 made available through the Office of Criminal Justice Planning for a project entitled "Status Offender Counseling Program" and agreeing to provide local matching funds in the amount of \$18,035. (Mayor)

ACTION: RECOMMENDED.

16. File 68-90-6. [Juvenile Justice/Delinquency Prevention] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount \$5,832 made available through the Office of Criminal Justice Planning for a project entitled "1989/90 JJDP Planning Grant" and agreeing to provide local matching funds in the amount; of \$5,832. (Mayor)

ACTION: RECOMMENDED.

17. File 68-90-7. [Juvenile Justice/Delinquency Prevention] Resolution authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount \$3,416 made available through the Office of Criminal Justice Planning for a project entitled "Status Offender Counseling Supervision Program" and agreeing to provide local matching funds in the amount of \$3,486. (Mayor)

ACTION: RECOMMENDED.

18. File 146-90-18. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a grant allocation of \$396,696 from the California Department of Health Services to fund the AIDS Medical Waiver Program. (Mayor)

ACTION: RECOMMENDED.

19. File 146-90-19. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Disease Control, Sexually Transmitted Disease Control, to apply for, accept and expend a grant of \$379,322 from the Centers for Disease Control for the operation of the San Francisco Sexually Transmitted Disease Prevention and Training Center. (Mayor)

ACTION: RECOMMENDED.

20. File 146-90-20. [Grant - State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for, accept and expend a grant of \$117,954 from the California Department of Health Services for the AIDS Pilot Care Project component of the Master Grant Agreement. (Mayor)

ACTION: RECOMMENDED.

21. File 150-90-2. [Juvenile Justice/Delinquency Prevention] Resolution authorizing the General Manager of the Recreation and Park Department of the City and County of San Francisco to apply for, accept and expend funds in the amount \$8,003 made available through the Office of Criminal Justice Planning for a project entitled "Video Van Program". (Mayor)

ACTION: RECOMMENDED.

22. File 161-90-1. [Redevelopment Agency Budget] Resolution approving an amendment to the budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1989-90 to increase the budget by \$591,555 for contractual services for the purpose of providing financial assistance to ten community-based organizations engaged in affordable housing development, preservation and marketing services and the rehabilitation of community facilities. (Redevelopment Agency)

ACTION: CONTINUED TO 3/21/90.

23. File 161-90-2. [Redevelopment Agency Budget] Resolution approving an amendment to the budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1989-90 to increase the budget by \$135,500 for the purpose of providing financial assistance for capital improvements required to relocate to and open the North/South of Market Adult Day Health Program at the Mendelsohn House in the Yerba Buena Center Project Area. (Redevelopment Agency)

ACTION: RECOMMENDED.

24. File 79-89-5.1. Requesting release of reserved funds, Mayor Office of Community Development, 1990 Community Development Block Grant Program, in an amount totalling \$3,854,204, for three items (San Francisco Redevelopment Agency, \$3,802,000, for administrative funds, Samoa Mo Samoa's 1990 Public Service Project, \$20,000 for program funds and Mayor's Office of Community Development, \$32,204, for program administration funds for an additional accounting position). (Mayor's Office of Community Development)

ACTION: RELEASE OF \$3,852,775 RECOMMENDED. FILED.

25. File 60-90-9. Hearing to consider ballot argument concerning school earthquake safety special tax district. (Supervisor Britt)

ACTION: HEARING HELD. FILED.

26. File 60-90-3.1. Hearing to consider ballot argument concerning public safety improvement bonds. (Supervisor Britt)

ACTION: HEARING HELD. BALLOT ARGUMENT (as presented by Supervisor Walker in Committee) adopted. AMENDMENT OF THE WHOLE BALLOT ARGUMENT ADOPTED AND FURTHER AMENDED. (See File for detail.) AMENDMENT OF THE WHOLE BALLOT ARGUMENT AS AMENDED RECOMMENDED. MOTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Ballot Argument] MOTION AUTHORIZING BALLOT ARGUMENT IN FAVOR OF PROPOSITION A, PUBLIC SAFETY IMPROVEMENT BOND ISSUE IN THE AMOUNT OF \$332,400,000 FOR EARTHQUAKE REPAIRS AND EARTHQUAKE HAZARDS REDUCTION, ASBESTOS ABATEMENT, AND PROVIDING ACCESS FOR THE DISABLED TO BUILDINGS OWNED BY THE CITY AND COUNTY OF SAN FRANCISCO." RECOMMENDED.

27. File 100-89-1.12. Requesting release of reserved funds in the amount of \$1,440 for the Public Defender for the purpose of paying the cost of the "Alternatives to Incarceration" Conference of Delancey Street to be held on March 16, 1990. (Public Defender)

ACTION: HEARING HELD. REQUEST CORRECTED TO READ: REQUESTING RELEASE OF RESERVED FUNDS IN THE AMOUNT OF \$1,440 FOR THE PUBLIC DEFENDER FOR THE PURPOSE OF PAYING THE COST OF THE "ALTERNATIVES TO INCARCERATION" CONFERENCE AT DELANCEY STREET TO BE HELD ON MARCH 27, 1990." RELEASE OF \$1,440 RECOMMENDED. FILED.

0.25
7
4/90
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

March 12, 1990

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: March 14, 1990 Finance Committee Meeting

DOCUMENTS DEPT.

MAR 15 1990

SAN FRANCISCO
PUBLIC LIBRARY

Item 1- File 100-89-20

This item is to consider the regular report from the Controller on the City's budget.

Mr. Sam Yockey of the Controller's Office reports that the Controller's Office is currently working with the Mayor's Office and the Budget Analyst to prepare a Joint Report on the City's Budget. This Joint Report should be available for presentation to the Finance Committee on March 21, 1990.

Item 2 - File 106-89-4

Note: This item was continued at the March 7, 1990 Finance Committee meeting.

1. This is a hearing to consider the submission of a report from the Civil Service Commission regarding examination and classification functions.

2. At the July 12, 1989 Finance Committee meeting, the Finance Committee requested that the Civil Service Commission work with the Mayor's Office, the Controller and the CAO to develop a plan for examination and classification functions.

3. The Civil Service Commission submitted a report to the Finance Committee on November 14, 1989 addressing the personnel problems related to the backlog in the Civil Service Examination and Classification Programs. The report included a survey of all City department heads to collect information concerning vacant positions, eligibility lists that are due to expire, priorities for developing and administering exams, etc. On December 7, 1989 the Civil Service Commission submitted a Civil Service Management Action Plan outlining a multi-year program to implement the recommendations contained in the original report.

4. The report submitted by the Civil Service Commission identified a number of problems affecting personnel management activities throughout the City and County. A partial list of these problems as reported by the Civil Service Commission includes:

1) The classification system is seriously out-of-date, and, in too many cases, does not reflect current work assignments.

2) The present classification structure requires a large number of exams.

3) The present staffing level in the Examination Unit has been insufficient to produce the exams needed to maintain current eligible lists.

4) Present examination procedures do not give significant consideration to actual job performance, either in setting eligibility to take exams or in ranking on eligibility lists.

5. The Civil Service Management Action Plan proposes a number of steps to solve the identified problems. These steps include conducting a multi-phase Classification Study, the hiring of eight additional staff for the Classification Unit, the hiring of 20 additional examination analysts and a study by the Civil Service Commission on possible changes in the personnel provisions of the Charter. The cost of the plan in Fiscal Year 1989-90 is estimated to be \$1,177,149. The total estimated cost of the plan from Fiscal Year 1989-90 through Fiscal Year 1997-98 is \$18,304,915. The average cost for the program per year would be approximately \$2,033,900. A summary of the Civil Service Management Action Plan is attached.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments

1. The Budget Analyst notes that in its present form the Civil Service Management Action Plan would represent a substantial increase in the budget and personnel of the Civil Service Commission. The staff of the Examination Unit would increase 63 percent from the current level of 41 FTEs to 67 FTEs. The staff of the Classification Unit would almost double from 8.2 FTEs to 16.2 FTEs. The average cost of this proposal is \$2,033,900 per year over the 9-year period of the proposal. If the average per year cost of \$2,033,900 is added to the current \$6,514,758 Fiscal Year 1989-90 budget of the Civil Service Commission, the total budget would be \$8,548,658. This would represent a 31.2 percent increase over the current Fiscal Year 1989-90 budget.

2. Civil Service Commission staff indicate that it is difficult to calculate the amount of any financial savings that would accrue to the City through the implementation of the Civil Service Management Action Plan. Mr. Al Walker notes that there could be some reduction in costs in that a streamlined and up-to-date Civil Service system would result in fewer lawsuits and grievances being brought against the City.

3. The proposed Classification Study would correct the problem of employees working out of class, realign salaries based upon more objective factors and provide accurate data for pay equity purposes. This could either increase or decrease the City's personnel costs. For those relatively small number of employees in "A" classes (employees in positions that have not yet been formally classified but which have been funded) the result of the Classification Study could be that these employees should be in lower classes and the City would get a savings in personnel costs. However, one of the results of the Classification Study could be that a far larger number of employees are determined to be underpaid and this would result in much higher personnel costs for the City.

4. Another result of the proposed Classification Study could be the consolidation of a large number of classes. If the number of classes were reduced (there are currently 1,648 classifications subject to examination in the City), then the Civil Service Commission would have to administer fewer examinations. This should eventually lead to some cost savings for the City.

5. The implementation of the Civil Service Commission Action Plan would lead to a reduction in the number of provisional employees (unless the employee was a permanent employee in another class). The City does not pay retirement benefits for provisional employees and only pays Health Insurance after six months of employment. A reduction in the number of provisional employees and a corresponding increase in permanent employees would result in higher personnel costs for the City because the City would then have to pay retirement benefits and provide Health Insurance for an employees after the first six months.

6. Ms. Dorothy Yee of Civil Service reports that there have been 1,121 temporary personnel appointments made since July 1, 1989 due to the absence of a Civil Service eligible list from which to draw candidates. Ms. Yee states that these appointments are not just for positions authorized in Fiscal Year 1989-90 but include positions that were authorized in previous years. The Civil Service Commission was unable to provide a breakdown for the number of temporary employees hired to date of the 1,208 authorized new positions in the Fiscal Year 1989-90 Budget.

7. Any cost increases in the Civil Service budget, which may ultimately be approved by the Mayor and submitted to the Board of Supervisors, would be analyzed in detail by the Budget Analyst.

8. The Civil Service Commission has submitted a proposed Supplemental Appropriation Ordinance to the Mayor's Budget Office concerning the implementation of the Civil Service Management Action Plan. Ms. Teresa Serata of the Mayor's Budget Office reports that she will be presenting the recommendations of the Mayor's Budget Office to the Board of Supervisors with regard to the proposed Supplemental Appropriation Ordinance submitted by the Civil Service Commission.

CIVIL SERVICE COMMISSION MANAGEMENT ACTION PLAN EXECUTIVE SUMMARY

TABLE II

PROGRAM	START-UP (1989-90)	PHASE 1 (1990-91)	PHASE 2 (1991-92)	PHASE 3 (1992-93)	PHASE 4 (1993-94)	PHASE 5 (1994-95)	PHASE 6 (1995-96)	PHASE 7 (1996-97)	PHASE 8 (1997-98)
CLASS	Review of CSC Rules — Class Rule — Status Rule — Layoff Rule Recruit, Select, & Train new Staff — In-FTP & Select Contractor	Occupation Series — Data Processing — Accounting — Executive & Admin — Revenue — Engineering & Rel — Planning	Occupation Series — Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping	Occupation Series Health Services: — Hospital — Medical — Nursing — Laboratory — Therapy — Public Health — Inspection	Occupation Series — Municipal Railway — Airport — Port — Labor & Trades — Gardening	Occupation Series — Soc. & Human Svc — Recreational — Cultural — Instructional Aides — Librarians — Legal, Protect. & Detention	Full Cyclical Maintenance	Full Cyclical Maintenance	Full Cyclical Maintenance
EXAMS NEW	Recruit, Select, & Train New Staff	— Data Processing — Accounting — Executive & Admin — Purchasing — Revenue — Engineering & Rel — Planning	— Secretarial — Clerical — Office Related — Purchasing — Food Service — Housekeeping	Health Services: — Hospital — Medical — Nursing — Laboratory — Therapy — Public Health — Inspection	— Municipal Rail — Airport — Port — Labor & Trades — Gardening	— Social & Human Services — Recreational — Cultural — Librarians — Legal, Protect. & Detention			
MAINT	Catch-up (90 Exams) Ongoing 166 Exams	Catch-up Ongoing 175 Exams	Yr 1 Class Study (200 Exams) Ongoing 175 Exams	Yr 2 Class Study (200 Exams) Ongoing 175 Exams	Yr 3 Class Study (200 Exams) Ongoing 175 Exams Phase 1 (Classes)	Yr 4 Class Study (200 Exams) Ongoing 175 Exams Phase 2 (Classes)	Yr 5 Class Study (200 Exams) Ongoing 175 Exams Phase 1 & 3 (Classes)	Full Cyclical Maintenance 250 Exams Phase 2 & 4 Classes	Full Cyclical Maintenance 250 Exams Phase 1, 3 & 5 Classes
ADDITIONAL RESOURCES EXAM:	** 26 FTE Select, & Train New Staff \$659,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	26 FTE \$1,318,430	13 FTE \$659,430	13 FTE 659,430
Contract Svc	\$164,201	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$108,050	\$88,175	\$88,175
CLASS: Support	** 8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE
Staff	\$249,503	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006	\$499,006
Contract Svc	\$104,015	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$88,641	\$46,141	\$46,141
Support									
Summary TOTAL:	\$1,177,149	\$2,414,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,514,127	\$2,071,627	\$1,292,752	\$1,292,752

** includes one time only costs.

Item 3 -File 100-89-22

Note: This item was continued at the March 7, 1990 Finance Committee Meeting.

1. This item is a hearing to consider a report from the Retirement Board on the impact of the City's implementation of the new Workers' Compensation legislation which became effective on January 1, 1990.

2. Ms. Clare Murphy, General Manager of the Employees' Retirement System, reports that her main response to this issue will be a verbal report to the Finance Committee. The Retirement Board's written report contains only a restatement of the State legislation but does not contain any analysis of the fiscal impacts on the City because, according to Ms. Murphy, the legislation is subject to definition and interpretation by further State regulation. Although the new State legislation makes major changes in Workers' Compensation benefits, which would result in cost increases to the City, there is no effective method for the Retirement Board to analyze the costs and fiscal impact on the City's budget at this time, according to Ms. Murphy. The Retirement Board's written report summarizes the new Worker's Compensation legislation as follows:

This reform makes numerous changes in the Workers' Compensation benefit structure, benefit delivery system, and benefit financing provisions generally designed to increase benefits, particularly during periods of temporary disability, and reduces delays in the administration of benefits and the adjudication of disputes, financed in part through structural changes in the system relating to psychiatric injuries, vocational rehabilitation, and the evaluation of medical issues. The reforms reflect lower increases in the temporary disability benefits, but modest increases in permanent disability rates which were not part of the original reform proposals.

Item 4 - File 64-90-4

Note: This item was continued from the March 7, 1990 Finance Committee Meeting.

Departments: Department of Public Works
Real Estate

Item: Resolution authorizing a new sublease of real property

Location: 1170 Market Street, entire 7th floor

Purpose of Sublease: Office space for the Personnel Administration Division and the Computer Services Division of the Department of Public Works.

Sublessor: The Pacific Gas & Electric Company (PG&E) currently leases the property at 1170 Market Street. Therefore, the City would be a sublessee of PG&E.

Number of Sq. Ft. and Cost/Month: Approximately 4,700 square feet @ \$1.17/square feet = \$5,483.33/Month

Annual Cost: \$65,800

% Increase over most Recent Lease: The DPW is currently occupying office space at City Hall at no cost.

Utilities and Janitor Provided by Sublessee: Yes

Source of Funds: Departmental Overhead and Administrative Funds included in DPW's 1989-90 budget.

Term of Sublease: The sublease would commence on the date that the sublease is authorized by the Board of Supervisors and end June 30, 1990.

Right of Renewal: The City would have the right to four (4) one-year options to extend the term of the sublease, commencing July 1, 1990, plus a final option for the period July 1, 1994 through February 27, 1995.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. Room 253 in City Hall which is occupied by four DPW computer software personnel, and which used to serve as a conference room for the Board of Supervisors, is now required by the Clerk of the Board of Supervisors to house four new Board policy analyst and clerical staff. Mr. John Taylor, Clerk of the Board, anticipates that the four new staff would be hired by approximately April 15, 1990, thus office space would need to be available on that date.

2. The DPW's Personnel Administration Division, consisting of 15 employees, is currently occupying space in Rooms 255 and 259 at City Hall. Mr. Taylor advised that the Board's Transportation Authority staff consisting of approximately five to six personnel will occupy space in Room 255 in City. That space is currently occupied by ten DPW Personnel Administration Division employees. The Transportation Authority plans to work order funds to DPW for this space in Room 255. Such funds are currently budgeted at an annual rate of \$19,500.

3. The DPW's Computer Services Division has a current budgeted staff of 17 employees, (two positions are vacant). Eleven of the 15 filled positions occupy space in Room 368C (approximately 364 sq. ft.), and a portion of Room 253 (approximately 200 sq. ft.) at City Hall. The remaining four filled positions, along with a large assortment of office furniture and equipment (i.e., files, storage cabinets, computer and data processing equipment), occupy space in the hallway adjacent to Room 368C. Mr. Gerald Costanzo of DPW advises that while the Department has not been formally cited by the Fire Department, the Fire Marshal has expressed serious concerns regarding a potential fire hazard in connection with the large quantity of office furniture and equipment in the hallway. In addition, the DPW employees' union has registered complaints regarding the disruptive environment of the hallway area in which the four employees must perform their work.

4. According to Mr. Costanzo, in order to alleviate the overcrowding in the Computer Services Division, the DPW is proposing to relocate 11 employees to the new location at 1170 Market Street. In addition to these 11 employees, the two vacant positions that are in the process of being filled would also be housed at the new location. Four employees, would remain at City Hall in Rooms 368C and 253 in order to be near DPW's mainframe computer. The

BOARD OF SUPERVISORS
BUDGET ANALYST

additional space made available in these two rooms by the relocation of the 11 employees to 1170 Market St. would be used to house the majority of the office furniture and equipment currently located in the hallway adjacent to Room 368C. This would result in no employees or furniture and equipment being located in the hallway.

5. Mr. Phil Aissen of the Real Estate Department reports that the proposed monthly rental of \$5,483.33 represents the fair market rental of the space proposed to be leased.

6. At the Governmental Operations Committee meeting on February 26, 1990, the Budget Analyst was directed to obtain additional information regarding the costs that would be incurred as a result of the proposed sublease. Based on discussions with Mr. Costanzo of DPW, he estimates a total of \$241,500, which includes the \$19,000 for a three and a half month sublease rental costs, will be required for fiscal year 1989-90 to move DPW Personnel and Computer Services Divisions to 1170 Market Street. The attachment, prepared by Mr. Costanzo, lists each of the estimated cost items by object classification and separately identifies costs of approximately \$215,000 that would be incurred if only the Personnel Division and not the Computer Services Division were required to move. Mr. Costanzo states that for an additional estimated cost of \$26,500, the Computer Services Division could also be moved. According to Mr. Costanzo, an additional approximately \$2,000 will be incurred in overtime expenses because the move will occur during a weekend when staff will need to be available. Mr. Costanzo reports that a supplemental appropriation to cover these costs is now being prepared and will be submitted to the Mayor's Office.

7. Mr. Costanzo states that the moving of the DPW Personnel Administration Division from City Hall to 1170 Market Street, and the resulting costs, are attributable to the need to vacate room 255. Although the Transportation Authority only requires the space in room 255, in order to maintain the integrity of the Personnel Administration Division, Mr. Costanzo states that all 15 staff must move as a unit from both rooms 255 and 259 to 1170 Market Street. Additionally, according to Mr. Costanzo and Mr. DeLucchi, Director of Real Estate, the bulk of the Computer Services Division (13 of 17 budgeted positions) must also move from rooms 368C, 253 and the third floor hallway to 1170 Market Street in order to efficiently utilize the space being made available at 1170 Market Street.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 14, 1990

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

I. Cost Estimate of Items Required For FY1989-90 For Moving DPW
Personnel and Computer Services Divisions to 1170 Market

- 1) Object 109 - Copy machine Rental - \$1,500
Upgrade existing leased copier now being used only by Personnel Administration to a size that can be shared by both divisions.
- 2) Object 120 - Moving Expenses - \$8,000 (\$6,000P)
Cost of move from City Hall to 1170 Market per estimate from the Purchaser's contract vendor (Lynch & Sons).
- 3) Object 146 - Rental of Property - \$19,000
Rental of 7th floor at 1170 Market at monthly rate of \$5,483.33 for 3-1/2 months.
- 4) Object 220 - Fax Machine Purchase - \$4,000
Purchase of two fax machines at \$2,000 each. One to be located at 1170 Market and 1 to be located in City Hall. Required for frequent communication between the two locations.
- 5) Object 220 - ATT System 75 - \$51,000
Purchase of PBX including tie line to City Hall which is compatible with the City's new telephone system. Existing telephone instruments can be used with the PBX.
- 6) Object 220 - Office Furniture - \$70,000
Purchase of office furniture to replace old existing furniture which is not compatible with the layout and space at 1170 Market.
- 7) Object 231 - DP Equipment - \$43,000 (\$30,000P)
Communications equipment needed so that the Personnel and Computer Services divisions' computer equipment can communicate with the DPW host computer in City Hall.
- 8) Object 303 - Real Estate - \$3,500
Services of Real Estate department for preparation of the lease agreement at 1170 Market.
- 9) Object 318 - Building Repair - \$41,500 (\$30,000P)
Services of Building Repair for tenant improvements which include:
 - a) Office Alterations - \$12,000 (Additional \$10,000 to be picked up by Sub-lessor)
 - b) Electrical Work - 8,000
 - c) Telephone Wiring - 10,000
 - d) Data Line Wiring - 11,500

The total cost of the above items is \$241,500. (Less \$26,500 = \$215,000P)

Note: Unless Personnel Division's portion of the cost of each item is specifically identified, i.e. (\$XXXXP), the total cost of the item will be required even if only Personnel Division is moved.

Item 5 - File 101-89-49

Department: Mayor's Office, Department of Social Services, Department of Public Health, Department of Public Works, Recreation and Park Commission.

Item: The proposed ordinance would rescind funds from various City departments for the Work Improvement Project and return such funds to the City's General Fund.

Amount: \$71,600

Description: The City has contracted for nine years with a private firm, Work Improvement Project, Inc. to provide labor-management mediation services. As part of the 1989-90 budget process, \$80,000 in funds were included to fund the Work Improvement Project. However, the contract with Work Improvement Project, Inc. was not renewed by the Mayor's Office for Fiscal Year 1989-90.

The proposed ordinance would rescind the funds provided for various City departments to fund the Work Improvement Project and return those funds to the City's General Fund. These funds would be rescinded as follows:

<u>Department</u>	<u>Amount</u>
Recreation & Park -	
Administration/Business Office	\$40,000
Social Services	10,000
Public Health - Central Office	10,000
Public Works - Water Pollution Control	10,000
Public Works - Engineering	<u>1,600</u>
Total	\$71,600

Comments: 1. In October of 1989, the Governmental Operations Committee held a hearing regarding the Work Improvement Project. As a result of that hearing, the Governmental Operations Committee approved the currently proposed ordinance (File 101-89-49) rescinding \$71,600 in funds for the Work Improvement Program and sent the proposed ordinance to the full Board of Supervisors. On December 4, 1989, the Board of Supervisors referred the proposed ordinance back to the Governmental Operations Committee. As part of the reorganization of the Board of Supervisor's Legislative Committees, the proposed ordinance was transferred to the Finance Committee.

2. Although the Work Improvement Program was budgeted at \$80,000, only \$71,600 was specifically appropriated in the City's Fiscal Year 1989-90 budget. The balance of funds,

BOARD OF SUPERVISORS
BUDGET ANALYST

\$8,400, was to be included as department overhead for the Department of Public Works. According to Mr. John Madden of the Controller's Office, if the proposed rescission of funds is approved, then the \$8,400 would remain as funds for department overhead for the Department of Public Works pending subsequent reappropriation and would not be appropriated for the Work Improvement Program. As previously noted, the balance of \$71,600 would be returned to the City's General Fund - General Reserve.

3. It has been the position of the International Federation of Professional and Technical Engineers (IFPTE), Local 21 that the Mayor did not have the authority to terminate the contract with Work Improvement Project, Inc. IFPTE filed a writ of mandate in Superior Court demanding that the Mayor execute a contract with Work Improvement Project, Inc. Mr. David Novogrodsky of the IFPTE indicates that the IFPTE has taken this lawsuit off the calender at this time but that the IFPTE may refile their claim in a different form.

4. The Mayor has suggested that if the Board of Supervisors so desires, \$20,000 of the proposed rescinded funds of \$71,600 could be earmarked for the Mayor's Employee Recognition Program. According to Mr. Ted Lakey of the City Attorney's Office, the Board of Supervisors cannot allocate \$20,000 of the funds, previously appropriated for the Work Improvement Program, to the Employee Recognition Program unless there is a specific request by the Mayor in the form of an appropriation ordinance to reappropriate such funds.

Recommendation: The proposed ordinance is a policy matter for the Board of Supervisors.

Item 6 - File 101-89-94

Department: Adult Probation

Item: Ordinance approving the immediate filling of a vacant position (in accordance with Annual Appropriation Ordinance Section 10, Subsection 1) and appropriating the necessary funding.

Position: 8442 Senior Probation Officer

Annual Salary at Top Step: \$42,900

Retirement Date: December 9, 1989

Normal Refill Date: May 3, 1990

Funding Needed: \$8,620

Proposed Source of Funding: General Fund - General Reserve

Description: Section 10 of the Annual Appropriations Ordinance permits immediate filling of a position left vacant due to death or retirement of an incumbent when a lump sum payment is made for accumulated sick and vacation leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the Department Head, Civil Service Commission and the Mayor and approval by resolution of the Board of Supervisors.

The 8442 Senior Probation Officer position to be filled is assigned to the Investigation Division. According to Ms. Arlene Sauser, Chief Adult Probation Officer, the vacancy in this position adversely impacts the ability to provide presentence reports to the courts in a timely manner. Since July of 1988, the Adult Probation Department has had to assign an average of 25 reports a month to each available officer (25% over the standard of 20 reports per month) because of an average officer absenteeism rate of 28%. In July of 1989, a supplemental appropriation for overtime funds was approved by the Board of Supervisors to help alleviate the excessive workload. However, an additional vacancy in this division, which has 11 Senior Probation Officers, causes a hardship in accomplishing the mandated requirement to complete presentence reports.

BOARD OF SUPERVISORS
BUDGET ANALYST

The retired 8442 Senior Probation Officer was paid a lump sum of \$16,995 for 103 days of accumulated sick leave which normally would prevent refilling the position before May 3, 1990. The proposed supplemental appropriation would appropriate \$8,620 in order to refill the vacant position on February 20, 1990.

Comment:

The earliest the proposed supplemental appropriation necessary to fill the vacant 8442 Senior Probation Officer position could be finally approved is March 26, 1990. Therefore, the proposed supplemental appropriation should be reduced by \$4,125 from \$8,620 to \$4,495. The \$4,125 reduction represents the unneeded funding for the period from February 20 through March 26, 1990.

Recommendation:

Amend the proposed supplemental appropriation ordinance to reduce the requested funding by \$4,125 from \$8,620 to \$4,495 as detailed in the Comment above and approve the proposed supplemental appropriation ordinance as amended.

Item 7 - File 101-89-95

Department: Adult Probation

Item: Ordinance approving the immediate filling of a vacant position (in accordance with Annual Appropriation Ordinance Section 10, Subsection 1) and appropriating the necessary funding.

Position: 8434 Supervising Probation Officer

Annual Salary at Top Step: \$47,268

Retirement Date: December 16, 1989

Normal Refill Date: February 26, 1990

Funding Needed: \$3,636

Proposed Source of Funding: General Fund - General Reserve

Description: Section 10 of the Annual Appropriation Ordinance permits immediate filling of a position left vacant due to death or retirement of an incumbent when a lump sum payment is made for accumulated sick and vacation leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the Department Head, Civil Service Commission and the Mayor and approval by resolution of the Board of Supervisors.

The vacated position is assigned to the Community Services Division. The supervision of the unit is currently being performed by a Probation Officer acting in the capacity of Supervising Probation Office resulting in an inability to fully complete a reorganization plan which calls for caseloads of 250 each. Caseloads currently average about 295 each. Once the supervisory position is filled, the Probation Officer will be able to return to a caseload which will reduce the average caseload from 295 to 275.

Comment: Due to delays in the processing of this legislation, the Normal Refill Date is already passed. Therefore, the proposed ordinance should be tabled.

Recommendation: Table the proposed ordinance because it is no longer needed.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 8 - File 101-89-96

Department: Department of Public Health (DPH), Central Office

Item: Supplemental Appropriation Ordinance

Amount: \$26,410

Source of Funds: General Fund - \$130,000 Public Health Reserve for School-Based Health Services Established in FY 1989-90 Budget.

Description: The 1989-90 budget includes a Public Health reserve of \$130,000 for school-based health services, with details of the proposed uses of funds to be determined during the fiscal year. The Department of Public Health (DPH) and the Mayor's Office have since met with the San Francisco Unified School District (SFUSD), and have determined a program to increase health services for San Francisco public school students.

The proposed supplemental appropriation would fund contractual services with the SFUSD to care for unique health needs of newly-arrived immigrant students City-wide, and health assessments and referral services for particular elementary school students that the schools have identified as requiring the most immediate attention. The SFUSD-operated increased health services program would include three school nurses and one health worker for the three-month period from April 1, 1990 through June 30, 1990. The DPH proposes to fund half of the increased health services program, as follows:

	<u>Total Budget</u>	<u>City Share</u>	<u>SFUSD Share</u>
3 School Nurses			
@\$4,888.89/mo. x 3 mo.	\$44,000	\$22,000	\$22,000
1 Health Worker			
@ \$2,940/mo. x 3 mo.	<u>8,820</u>	<u>4,410</u>	<u>4,410</u>
Total FY 1989-90	\$52,820	\$26,410 *	\$26,410

* Proposed Supplemental Appropriation

Comments: 1. According to Ms. Beverly Bradley, Supervisor of Health Programs at SFUSD, the SFUSD is unable to provide an estimate of the number of children that this program would serve because the program is new.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. The SFUSD reports that they may expand the program in FY 1990-91 by hiring an additional school nurse for a total of four school nurses and one health worker, for an estimated annual cost of \$277,537. The DPH has indicated that the DPH intends to fund half of the program, up to a maximum of \$130,000, in FY 1990-91, and the SFUSD has agreed to fund the balance of \$147,537 (\$277,537 - \$130,000).

Recommendation: Approval of a new program to increase health services for SFUSD students is a policy matter for the Board of Supervisors.

Item 9 - File 101-89-97

Department: Airports Commission

Item: Supplemental Appropriation Ordinance

Amount: \$19,799,658

Source of Funds: Interest income earned on Approved Capital Projects Fund and Airport Bond Surplus Funds

Description: The proposed Supplemental Appropriation Ordinance would appropriate funds for various capital improvement projects, including earthquake-related repairs at the Airport.

The Airport has \$10,647,264 in unexpended surplus bond proceeds and interest income originally pledged to fund previously approved capital projects which have since been completed and \$9,152,394 in unappropriated interest income earned on the Capital Projects Fund. The Airport is proposing that these funds totalling \$19,799,658 be used for capital projects to repair \$8,023,750 in damage caused by the October 17, 1989 earthquake and to proceed with \$11,775,908 in capital projects which are part of the Airport's Five-Year Capital Projects Plan.

The sources of the proposed \$19,799,658 supplemental appropriation and the projects that would be funded are as follows:

Source of Funds

Interest Income Earned on	
Approved Capital Projects	\$9,152,394
1967 Airport Bonds - Surplus	130,000
1975 Airport Revenue Bonds - Surplus	703,346
1977 Airport Revenue Bonds - Surplus	992,354
1981 Airport Revenue Bonds - Surplus	2,641,794
1983 Airport Revenue Bonds - Surplus	<u>6,179,770</u>
Total	\$19,799,658

Proposed Expenditures

Capital Projects Related to

Earthquake Damage Repair

Water Pipelines & Mains	\$245,000
Airfield Area	612,500
Terminals	6,125,000
Airport Support	490,000
Groundside Facilities	306,250
(roads, bridges, and garage)	
Utilities	<u>245,000</u>
Subtotal Earthquake Repairs	\$8,023,750

Other Proposed Capital

Improvement Projects

Widening of Frontage Road	1,225,000
Boarding Areas E & F	735,000
Roof Rehabilitation	
Reconstruction of Taxiway C to Plot 50	3,122,656
Taxiway Repair & Reconstruction	1,592,500
Improvement of Parking Lot DD	1,217,502
Vehicular Bridge From Lot D to Lot DD	<u>3,883,250</u>
Subtotal Planned Capital Imp.	\$11,775,908

Total Supplemental Appropriation

\$19,799,658

A detailed list of the proposed projects to be funded by the supplemental appropriation is attached.

Comments:

1. The Lease and Use Agreement between the Airport and the Airlines requires that the interest income earned on capital project funds and funds remaining from completed Airport projects (including both unexpended bond proceeds and interest income) be used for capital projects.

2. The Board of Supervisors has previously approved emergency resolutions (Files 28-89-15 through 28-89-20 and File 28-90-3) authorizing expedited contracting procedures for repairs relating to damage caused by the October 17, 1989 earthquake. According to Ms. Angela Gittens of the Airport, the amounts contained in those emergency resolutions are different from the amounts for the repairs in the proposed supplemental appropriation because some of the emergency contracts did not include funds for Airport Engineering, Architects and Inspectors and some of the contracts for earthquake repairs were awarded using competitive contract bidding procedures.

3. The damage to the Airport caused by the October 17, 1989 earthquake was included as part of the City's claim for

BOARD OF SUPERVISORS
BUDGET ANALYST

reimbursement from the Federal Emergency Management Agency (FEMA). Ms. Gittens reports that the Airport has since received conflicting reports from FEMA on whether FEMA or the Federal Aviation Administration (FAA) is the federal agency to whom the Airport would be eligible to receive reimbursement for damages. Ms. Gittens states that at this time the Airport is continuing negotiations with both FEMA and the FAA on reimbursement to the Airport for earthquake damages but as of the writing of this report no final determinations have been made.

4. Ms. Gittens reports that most of the projects for earthquake repairs have been completed or will be finished shortly. The remaining planned capital projects which are part of the Airport's Five Year Capital Projects Plan will, if the proposed supplemental appropriation is approved, be started during Fiscal Year 1989-90. All of these remaining projects will be awarded based on competitive bidding procedures.

5. The Capital Improvement Advisory Committee reports that the proposed supplemental appropriation request is in conformity with the City's Six-Year Capital Improvement Project Expenditure Plan.

6. As mentioned above, the \$11,775,908 in planned capital improvements is included in the Airport's Five-Year Capital Improvement Projects Plan and has been approved by the Airlines and Airports Commission.

Recommendation: Approve the proposed ordinance.

PROJECTS TO BE FUNDED WITH THE SUPPLEMENTAL APPROPRIATIONAttachment
Page 1 of 2Total Cost
(Including AE&I/
Contingency)Contract 2250 - Earthquake Damage Repair - Water Pipelines and Mains \$245,000

This project provides for the repair of damaged water pipelines and mains at seven different locations.

Contract 2252 - Earthquake Damage Repair - Airfield Area \$612,500

Repairs will be made to damaged pavement areas, airfield perimeter dikes and access roads.

Contract 2263 - Earthquake Damage Repair - Terminals \$6,125,000

This project provides for work required to repair damage to control tower. Additionally, repair and replacement of ceilings, carpeting, walls, glass panels, fire protection systems, elevator systems, HVAC systems, and mechanical systems at various areas throughout the terminal complex will be done under this project.

Contract 2264 - Earthquake Damage Repair - Airport Support \$490,000

This project provides for repairs in various cargo and support areas and the demolition of Cargo Building No. 8.

Contract 2265 - Earthquake Damage Repair - Groundside \$306,250

Repairs will be made to various roads, bridges, and parts of the Garage.

Contract 2266 - Earthquake Damage Repairs - Utilities \$245,000

Broken utility poles and damaged electrical transformers will be replaced.

Contract 1106 - Frontage Road R-3 Widening \$1,225,000

The Airport frontage road running from the Airport's West Underpass to San Bruno Avenue now exists as two lanes of traffic, one each way. This project would widen the roadway to four lanes (where it is feasible) in order to accommodate increasing airport traffic and minimize traffic congestion. Improvements would include signing, signalization, pavement painting, fencing, drainage, and improvements to existing intersections.

Contract 1876 - Boarding Areas E & F Roof Rehabilitation \$735,000

The roofs above Boarding Areas E and F are badly deteriorated and are beyond minor patchwork repair. A new roofing system will have to be installed.

Contract 1011B - Reconstruct Taxiway C to Plot 50 - Phase II
(Increase in scope of work, partial funding)

\$3,122,656

This project provides for the realignment of Taxiway C from the Coast Guard facility into the north airfield area in order to provide improved and safer access to the Air Cargo handling area. Plot 50 will be the area of Japan Airlines and Flying Tigers. The taxiway which was constructed some 25 years ago must be realigned to meet the wingtip clearance requirements of present jet aircraft.

Contract 1559C - Taxiway Repair and Reconstruction

\$1,592,500

There are currently at least 8 taxiways on the Airport that need major repairs or reconstruction that are not scheduled for repairs on the current Capital Projects Plan. Taxiways D, E, H, N, P, R, S and T are currently in need of repair. Under this contract these taxiways would be repaired or reconstructed on a priority basis depending on need and usage.

Contract 2102 - Improvement of Parking Lot DD
(Balance of funds required)

\$1,217,502

This project will grade and pave a parking lot for 3,000 cars. Parking Lot DD is located at San Bruno Avenue and South Airport Boulevard. This lot provides parking for employees and the public.

Contract 2103 - Vehicular Bridge from Lot D to Lot DD

\$3,883,250

This project will construct a vehicular bridge to connect parking Lot D to Lot DD. The bridge will span over McDonnell Road and San Bruno Avenue and will provide direct access between the two parking lots. The bridge is needed to mitigate traffic congestion on San Bruno Avenue and McDonnell Road caused by traffic between the lots and to the terminal complex. The bridge will also provide overflow flexibility between the two parking lots.

Total Requested:

\$19,799,658

20380

Item 10 - File 101-89-98

Department: Airports Commission
Item: Supplemental Appropriation Ordinance
Amount: \$15,000
Source of Funds: Airport Unappropriated Revenue

Description: The proposed Supplemental Appropriation Ordinance would appropriate funds for the Airport to host a reception and provide souvenirs in conjunction with the 1990 Federal Aviation Administration (FAA) MBE/WBE Conference scheduled for June 3 -5 1990.

The Airport was selected by the FAA to be the host Airport for the annual 1990 FAA MBE/WBE Conference. The Conference will be held at the San Francisco Hilton Hotel. It is estimated by the Airport that the Conference will attract 600-800 participants from throughout the country.

As the host airport for the Conference, the Airport deems it appropriate to provide a reception for conference participants and to provided participants with souvenirs such as pens, booklets, fortune cookies, etc. The total costs for the reception and souvenirs would not exceed \$15,000. The Airport's estimated costs are as follows:

Reception (including refreshments, decorations, and entertainment)	\$5,000
Design & printing of 800 copies of program and acknowledgement booklet	5,000
Canvas bags for registration materials	4,350
Token Gifts (pens, fortune cookies, etc.)	500
Flowers for three Conference Meetings	<u>150</u>
Total	\$15,000

Since funds for this purpose were not appropriated in the Airport's Fiscal Year 1989-90 Budget, the Airport is requesting the proposed supplemental appropriation from its unappropriated revenue at this time.

Comments: 1. Ms. Angela Gittens of the Airport reports that the Airport is still negotiating with the FAA as to whether the Airport will assume any additional Conference costs. Ms. Gittens states that the magnitude of any additional costs, if any, would determine whether the Airport would need to request an additional supplemental appropriation.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Ms. Gittens reports that the Airport's contributions to the Conference represents a small percentage of the total costs for the Conference. The majority of costs are contributed by the FAA, registration fees from Conference participants and Conference sponsors.

Recommendation: Approve the proposed ordinance.

Item 11 - File 101-89-100

Department: Public Defender

Item: Supplemental Appropriation Ordinance to fill four positions currently held vacant in order to meet salary saving requirements.

Amount:	Permanent Salaries - Miscellaneous	\$39,828
	Mandatory Fringe Benefits	<u>12,277</u>
	Total	\$52,105

Source of Funds: General Fund - General Reserve

Description: The Public Defender's 1989-90 budget includes the following:

Salaries for 98 positions	\$5,384,345
Salary savings at 6%	<u>324,029</u>
Net salaries budget	\$5,060,316

Based on an average annual salary of approximately \$56,113, the Public Defender would have to have an average vacancy of approximately 5.77 positions ($\$324,029 \div \$56,113$) in order to meet the 1989-90 salary savings budget.

Since fiscal year 1987-88, the Public Defender's budget has been reduced by five positions, three of which were attorney positions, but salary savings requirements have increased from 5.4 percent in 1987-88 to 6.0 percent in 1989-90. Mr. Jeff Brown, the Public Defender, reports that his Department's caseload of Superior Court felony cases has increased from 177 in 1987 to 222 in 1989, an approximately 25 percent increase. Mr. Brown further reports that the Municipal Court caseload has remained constant over the same period. According to Mr. Brown, one supervising attorney has had to relinquish all regular duties in order to work full time on the Ramirez case.

Mr. Brown states that due to the increased Superior Court felony caseload, four vacant positions must be filled at the first step from April 1 through June 30, 1990, as follows:

3-8174 Attorney - Civil and Criminal	\$29,798
1-8143 Senior Public Defender	<u>10,030</u>
Total Salaries	\$39,828
Corresponding fringe benefits	<u>12,277</u>
Total proposed supplemental appropriation ordinance	\$52,105

BOARD OF SUPERVISORS
BUDGET ANALYST

Between 27 and 30 of the Public Defender's 63 filled attorney positions work on Superior Court felony cases. Applying the 25 percent rate of increase in felony workload between 1987 and 1989 to the current staff level, which has not changed in that same interval, would justify an increase in staff of between 6.75 and 7.5 positions. According to Mr. Brown, contracting with outside attorneys to provide Public Defender services would cost the City approximately 40 percent more per attorney than would be spent on Civil Service attorneys.

Recommendation: Approve the proposed supplemental appropriation ordinance.

Item 12 - File 28-90-4

Department: Public Utilities Commission (PUC)
Water Department

Item: Resolution approving emergency expenditure for repair to a transmission water feeder main and the resulting damage to a City street.

Amount : \$400,000

Source of Funds: Water Main Replacement Fund

Description: The PUC reports that a 66-inch transmission water feeder main ruptured on Alida Way south of the intersection at Ponderosa Road in South San Francisco, causing extensive damage to the pavement, roadway and surrounding area, breaking a nearby 8-inch water main and leaving the southbound lane of Alida Way impassible. The transmission water feeder main is a major water main which provides water to the City and parts of northern San Mateo County.

The PUC formally declared that an emergency condition existed, due to the ruptured water mains, on January 18, 1990. The cause of the initial water main break has not been determined. However, the Water Department believes that the October 17, 1989 earthquake may have been a contributing factor.

In accordance with Section 6.30 of the Administrative Code, the Water Department began emergency repair work on the damaged transmission water feeder main and resulting damage on January 18, 1990. The Department anticipates that the repair work will be completed by March 26, 1990, at the earliest. The damaged site is still being examined by engineering investigators so that the actual completion date of the repairs is contingent upon the findings of the investigators and the length of time it takes for the investigators to complete their work. The preliminary cost of repairs is summarized as follows:

<u>Labor</u>		
DPW - Inhouse Civil Service Staff	\$2,000	
Water Department - Inhouse Civil Service Staff	<u>30,000</u>	
Subtotal		\$32,000

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Engineering Services</u>	
PUC - Inhouse Civil Service Staff	\$17,000
PUC - Contractors	
Sverdrup Corp.	30,000
Cerco Engineering and Research Co.	35,000
Ruiz, Inc. (MBE)*	51,000
Villalobos and Associates (MBE)	<u>18,000</u>
Subtotal	\$151,000
<u>Contractor - Homer Olson</u>	<u>203,500</u>
Total	\$386,500

* Subcontractor

Comments:

1. In accordance with Section 6.30 of the Administrative Code, the Water Department, on an expedited basis, awarded the contract for emergency repair of the transmission water feeder main and resulting damage, to the construction firm of Homer Olson. Homer Olson is neither a MBE or WBE firm. However, Mr. Robert Vasconcellos of the Water Department reports that minority subcontractor participation on the contract will constitute 25 percent of the emergency repair work, (paving, welding and landscaping), for an estimated share of 25 percent or \$50,075 of the total contract amount of \$203,500.

2. In addition to the contract awarded by the Water Department to Homer Olson to conduct the emergency repairs, the Public Utilities Commission (PUC) used expedited procedures in accordance with Section 6.30 of the Administrative Code, to award emergency contracts to three firms for the provision of engineering services which were required in conjunction with the emergency repairs. The PUC reports that two of the three firms, Sverdrup Corp. and Cerco Engineering and Research Co., have existing annual contracts with the PUC. The PUC advises that these two firms are neither MBE or WBE. However, Cerco Engineering and Research Co. is subcontracting with Ruiz Inc., which is an MBE firm, to provide a portion of the engineering services. The third firm, Villalobos and Associates is also an MBE firm.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Mr. Vasconcellos reports that engineering investigations have thus far been unable to confirm that the initial cause of the transmission water feeder main break was, in fact, earthquake-related. Therefore, according to Mr. Vasconcellos, it is uncertain as to whether or not Federal Emergency Management Agency (FEMA) funds will be made available to offset the City's cost for repair of the transmission water feeder main and resulting damage.

Recommendation: Approve the proposed resolution.

Item 13 - File 68-90-3

Department: Mayor's Criminal Justice Council

Item: Resolution authorizing the Mayor's Office to apply for, accept and expend Federal funds and agreeing to provide local matching funds.

Amounts: Federal Funds - \$11,832
Local Match - \$19,078

Source of Funds: Federal Funds - Through the State of California, Office of Criminal Justice Planning

Local Match: AB 90 Funds budgeted in the Mayor's 1989-90 Budget.

Term: January 1, 1990 through December 31, 1990

Project: Bayview Hunters Point Counseling Program

Project Description: The proposed funds would be used to provide counseling services for juvenile offenders who are residents of the Bayview Hunters Point area. Referrals to the program would come from the San Francisco Police Department, Juvenile Probation Division of the Juvenile Court and Judges of the Juvenile Court. In addition, the program would accept self-referrals and referrals from families. Seventy percent of the counselor's time would be reserved for status offenders (i.e., runaways, truants) and 30 percent for serious offenders. The Mayor's Office would contract with Young Community Developers Inc., a non-profit agency, on a sole source basis, for provision of these counseling services. The Young Community Developers, Inc. has been providing these services to the City since 1982.

No. of Persons to be Served: 80 youths over the term of the project

Project Budget:

	<u>Federal Funds</u>	<u>Local Match</u>	<u>Total Project Budget</u>
<u>Contractual</u>			
<u>Personnel</u>			
Counselor (1 FTE)	\$8,937	\$14,489	\$23,426
Director (.05 FTE)	687	1,112	1,799
Fringe Benefits	<u>1,401</u>	<u>2,206</u>	<u>3,607</u>
Subtotal, Personnel	\$11,025	\$17,807	\$28,832
<u>Operating Expenses</u>			
Utilities	\$140	\$220	\$360
Telephone	140	220	360
Audit	118	187	305
Accounting	233	367	600
Office Supplies	163	257	420
Postage	<u>13</u>	<u>20</u>	<u>33</u>
Subtotal, Operating Expenses	\$807	\$1,271	\$2,078
Total	\$11,832	\$19,078	\$30,910

Indirect Costs: None

Recommendation: Approve the proposed resolution.

Item 14 - File 68-90-4

Department: Mayor's Criminal Justice Council

Item: Resolution authorizing the Mayor's Office to apply for, accept and expend Federal funds and agreeing to provide local matching funds.

Amounts: Federal Funds \$11,832
Local Match 19,278

Source of Funds: Federal Funds - Through the State of California, Office of Criminal Justice Planning

Local Match: AB 90 Funds budgeted in the Mayor's 1989-90 budget

Term: November 1, 1989 through October 31, 1990

Project: Sunset Counseling Program

Project Description: The proposed funds would be used to provide contract counseling services for juvenile offenders who are residents of the Sunset District. Referrals to the program would come from the San Francisco Police Department, Juvenile Probation division of Juvenile Court and Judges of the Juvenile Court. In addition, the program would accept self-referrals and referrals from families. Seventy percent of the counselor's time would be reserved for status offenders (i.e., runaways, truants) and 30 percent for serious offenders. The Mayor's Office would contract with Catholic Charities, a non-profit agency, on a sole source basis, for provision of these services. Catholic Charities has provided these services to the City since 1982.

No. of Persons to be Served: 80 youths over the term of the project

Project Budget:

	<u>Federal Funds</u>	<u>Local Match</u>	<u>Total Project Budget</u>
<u>Contractual</u>			
<u>Personnel</u>			
Counselor (1 FTE)	\$9,783	\$15,961	\$25,744
Program Director (.07 FTE)	1,091	1,780	2,871
Fringe Benefits	<u>924</u>	<u>1,506</u>	<u>2,430</u>
Subtotal, Personnel	\$11,798	\$19,247	\$31,045

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 14, 1990

	<u>Federal Funds</u>	<u>Local Match</u>	<u>Total Project Budget</u>
<u>Operating Expenses</u>			
Mileage	<u>34</u>	<u>31</u>	<u>65</u>
Total	\$11,832	\$19,278	\$31,110

Indirect Costs: None

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 15 - File 68-90-5

Department: Mayor's Criminal Justice Council

Item: Resolution authorizing the Mayor's Office to apply for, accept and expend Federal funds and agreeing to provide local matching funds.

Amount: Federal Funds \$12,500
Local Match \$18,035

Source of Funds: Federal Funds - Through the State of California, Office of Criminal Justice Planning

Local Match: AB 90 Funds budgeted in the Mayor's 1989-90 budget

Term: January 1, 1990 through December 31, 1990

Project: Status Offender Counseling Program

Project Description: The proposed funds would be used to provide contract counseling services for juvenile offenders in San Francisco and to provide clinical supervision for program counselors at the Bayview Hunters Point, Mission and Sunset Counseling programs. Referrals to the program would come from the San Francisco Police Department, Juvenile Probation Division of the Juvenile Court and Judges of the Juvenile Court. The program would also accept self-referrals and referrals from families. Seventy percent of the counselor's time would be reserved for status offenders (i.e., runaways, truants) and 30 percent for serious offenders. The Mayor's Office would contract with Catholic Charities, a non-profit agency, on a sole source basis, for provision of these counseling and supervisory services. Catholic Charities has provided these services to the City since 1985.

No. of Persons to be Served: 54 youths over the term of the project

Project Budget:

	Federal <u>Funds</u>	Local <u>Match</u>	Total Federal and AB90 <u>Funds</u>
<u>Contractual</u>			
<u>Personnel</u>			
Clinical Supervisor (.31 FTE)	\$4,116	\$5,938	\$10,054
Counselor (.40 FTE)	3,681	5,309	8,990
Program Director (.07 FTE)	1,175	1,696	2,871
Fringe Benefits	<u>849</u>	<u>1,223</u>	<u>2,072</u>
Subtotal, Personnel	\$9,821	\$14,166	\$23,987
<u>Operating Expenses</u>	<u>\$2,679</u>	<u>\$3,869</u>	<u>\$6,548</u>
Total	\$12,500	\$18,035	\$30,535 *

*In addition to the Federal and AB90 funds totaling \$30,535, Catholic Charities provides \$42,826 in matching funds (\$25,000 - cash plus \$17,826 - in-kind services) for a total program budget of \$73,361.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 16 - File 68-90-6

Department: Mayor's Criminal Justice Council (MCJC)

Item: Resolution to authorize MCJC to apply for, accept and expend Federal funds and agreeing to provide local matching funds.

Amount:

Federal Funds	\$5,832
Local Match	<u>5,832</u>
Project Total	\$11,664

Source of Funds: Federal Funds - Through the State Office of Criminal Justice Planning (OCJP)

Local Match: Funding included in the Mayor's 1989-90 budget

Term: October 1, 1989 through September 30, 1990

Project: Juvenile Justice and Delinquency Prevention (JJDP) Planning Grant

Project Description: The JJDP Planning Grant project monitors and manages other OCJP grants programs including the following:

<u>Program</u>	<u>Program Budget</u>	<u>Item/File of This Report</u>
Bayview Hunters Point Counseling	\$30,910	Item 13, File 68-90-3
Sunset Counseling	\$31,110	Item 14, File 68-90-4
Status Offender Counseling	\$73,361	Item 15, File 68-90-5
Status Offender Counseling Supervision	\$6,902	Item 17, File 68-90-7
Video Van	\$8,003	Item 21, File 150-90-2

BOARD OF SUPERVISORS
BUDGET ANALYST

Project Budget:	Personnel:		
	1-8452 Criminal Justice Specialist II (0.29 FTE)		\$10,567
	Operating Costs:		
	Travel	\$688	
	Miscellaneous	<u>117</u>	
	Total Operating Cost		805
	Indirect Costs		<u>292</u>
	Project Total		\$11,664
Indirect Costs:	5 percent of Federal share.		
Comment:	MCJC has received OCJP grants for this program since 1972.		
Recommendation:	Approve the proposed resolution.		

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 17 - File 68-90-7

Department: Mayor's Criminal Justice Council

Item: Resolution authorizing the Mayor's Office to apply for, accept and expend Federal funds and agreeing to provide local matching funds.

Amounts: Federal Funds \$3,416
Local Match \$3,486

Source of Funds: Federal Funds - Through the State of California, Office of Criminal Justice Planning

Local Match: AB 90 Funds budgeted in the Mayor's 1989-90 budget

Term: January 1, 1990 through December 31, 1990

Project: Status Offenders Counseling Supervision Program

Project Description: The proposed funds would be used to fund a contract Catholic Charities part-time clinical supervisor to provide clinical supervision to three counselors and one intern at Catholic Charities and one counselor and one intern at Young Community Developers, Inc. The purpose of the clinical supervision is to enable the program counselors and the interns to provide effective counseling and supervision to an increasing number of juvenile offenders with complex social and personal problems and, in some cases, emotional and psychological problems. The Mayor's Office would contract with Catholic Charities, on a sole source basis, for provision of these supervisory services. Catholic Charities has provided these services to the City since 1987.

No. of Persons to be Served: Clinical supervision would be provided to four counselors and two interns over the term of the project.

Project Budget:	<u>Federal Funds</u>	<u>Local Match</u>	<u>Total Project Budget</u>
Clinical Supervisor (.21 FTE)	\$3,416	\$3,486	\$6,902

Indirect Costs: None

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 18 - File 146-90-18

Department: Department of Public Health (DPH), AIDS Office

Item: Resolution authorizing the Department of Public Health to accept and expend a new State grant allocation.

Amount: \$396,696

Source of Allocation: California Department of Health Services

Term: January 1, 1990 to June 30, 1990

Project: AIDS Medi-Cal Waiver Program

Project Description: The proposed new grant allocation funds would be used to fund home and community-based services for persons with AIDS and AIDS related conditions who are now eligible for these Medi-Cal services, due to a recent waiver of certain statutory requirements by the Federal Health Care Financing Administration. Program services would include the following: case management, in-home skilled nursing care, attendant care, psycho-social counseling, home-maker service, minor physical adaptations to the home and a Medi-Cal supplement for infants and children in foster care. The DPH AIDS Office would be responsible for administering this program.

No. of Persons to be Served: 200 unduplicated clients

Project Budget:	<u>Personnel (6 months)</u>	<u>FTE</u>	
	Project Director	.39	\$10,269
	Nurse Case Worker	8.00	199,617
	Social Worker	1.00	21,240
	Secretary	1.00	13,482
	Data Entry Clerk	1.00	11,466
	Fringe Benefits		<u>69,140</u>
	Subtotal, Personnel	11.39	\$325,214

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 14, 1990

Operating Expenses

Rent	\$23,168	
Office Supplies	1,000	
Clinical Supplies	2,500	
Utilities/Maint.	2,500	
Telephone	2,000	
Travel	1,000	
Postage	293	
Reproduction	500	
Client Transportation	<u>1,000</u>	
Subtotal, Operating Expenses		\$33,961

Equipment

Computer	\$5,000
----------	---------

Indirect Costs

32,521

Total

\$396,696

Local Match: None

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 19 - File 146-90-19

Department: Department of Public Health (DPH),
Community Public Health Services (CPH)

Item: Resolution authorizing the Department of Public Health to
apply for, accept and expend a continuation Federal grant.

Amount: \$379,322

Source of Grant: Centers for Disease Control (CDC)

Grant Period: April 1, 1990 through March 31, 1991

Project: San Francisco Sexually Transmitted Disease Prevention
and Training Center

Project Description: The proposed funds would be used for the continued
operation of the San Francisco Sexually Transmitted
Disease Prevention and Training Center located at the DPH
City Clinic Annex at 1372 Mission St. This Center has been
designated by CDC as a regional training site responsible
for providing professional training for health care
professionals in the public and private sector regarding
sexually transmitted diseases and AIDS clinical patient
management education. The Center's training region
includes five western states and six pacific islands.
However, the Center's primary target groups are health
care providers in San Francisco, the Bay Area and
Northern California who provide clinical care and
education to patients diagnosed with sexually transmitted
diseases or AIDS. The DPH would subcontract with the
University of California - San Francisco School of Medicine
(UCSF), on a sole source basis, for services that include the
development of a training curriculum and the provision of
University faculty to serve as instructors for the project's
training courses. The Federal regulations for this grant
specify that a medical school must have a significant role in
the curriculum design and participation in the training
courses. UCSF is the only medical school in San Francisco.

**No. of Persons to
be Served:** The estimated number of persons to be trained by the Center
on an annual basis is 565.

BOARD OF SUPERVISORS
BUDGET ANALYST

Project Budget:	<u>Personnel</u>	<u>FTE</u>	
	Senior Health Educator	1.00	\$56,358
	Microbiologist	1.00	45,699
	Senior Physician Specialist	.20	16,807
	Nurse Practitioner	.50	23,237
	Secretary II	1.00	32,546
	Fringe Benefits		<u>50,648</u>
	Subtotal, Personnel	3.70	\$225,295
	<u>Operating Expenses</u>		
	Medical Supplies		\$ 3,000
	Office Supplies		3,600
	Educational Supplies		5,000
	Mileage/Parking		555
	Conferences (grant related conferences, In-State and Out-of-State)		10,990
	Training*		18,845
	Telephone		2,100
	Postage		1,000
	Reproduction		4,008
	Equipment Maintenance		1,750
	Slide Production		2,500
	Printing/Advertisement		<u>6,500</u>
	Subtotal, Operating Expenses		59,848
	<u>Contractual (UCSF)</u>		
	Personnel (1.05 FTE)		\$36,092
	Supplies		2,500
	Mileage		1,000
	Evaluation		3,200
	Training*		9,000
	Overhead		<u>7,458</u>
	Subtotal, Contractual		59,250
	<u>Indirect Costs</u>		<u>34,929</u>
	Total		\$379,322

*As a regional training site, the Centers for Disease Control (CDC) requires the San Francisco Sexually Transmitted Disease Prevention and Training Center to provide extensive staff training in order to meet established quality control standards. In addition, CDC requires that Center staff travel to other states in the region to provide training to groups of health professionals who are unable to come to the regional training site.

Local Match: None

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 14, 1990

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 20 - File 146-90-20

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health to apply for, accept and expend a supplemental State grant award.

Amount: \$117,954

Source of Grant: California Department of Health Services

Grant Period: July 1, 1989 through June 30, 1990

Project: AIDS Pilot Care Project

Project Description: The Board of Supervisors previously approved legislation (File 146-89-56) authorizing the DPH to apply for, accept and expend a State grant award of \$510,437, for fiscal year 1989-90 for the AIDS Pilot Care Project. This Project, which is administered and coordinated by the DPH, provides case-management and nursing home-based care to persons with AIDS and AIDS related conditions. The proposed supplemental grant award would provide funds of \$117,954 for a total budget of \$628,391 for the expansion of these services. The DPH contracts with Pacific Presbyterian Medical Center/Visiting Nurses and Hospice for the provision of nursing home care services and specialized nursing facility beds.

No. of Persons to be Served: The DPH estimates that the supplemental grant award would permit the project to provide services to an additional 25 unduplicated clients, bringing the total number of unduplicated clients to be served during the term of the grant to 100.

BOARD OF SUPERVISORS
BUDGET ANALYST

Proposed Budget:

	Previously Approved <u>Amount</u>	Requested <u>Amount</u>	Total Project <u>Budget</u>
<u>Personnel</u>			
Project Director	\$30,807	0	\$30,807
Nurse Case Manager	99,852	\$ 49,926	149,778
Medical Social Worker	19,290	15,786	35,076
Project Analyst	18,384	0	18,384
Senior Clerk Typist	24,516	1,178	25,694
Fringe Benefits	<u>52,069</u>	<u>17,742</u>	<u>69,811</u>
Subtotal, Personnel	\$244,918	\$84,632	\$329,550
<u>Operating Expenses</u>			
Rent	\$7,182	0	\$7,182
Utilities/Maintenance	1,803	0	1,803
Telephone	2,500	\$ 546	3,046
Travel	5,000	0	5,000
Postage	1,500	0	1,500
Office Supplies	2,000	3,000	5,000
Medical Materials	0	2,507	2,507
Client Transportation	<u>0</u>	<u>3,600</u>	<u>3,600</u>
Subtotal, Operating Expenses	\$19,985	\$9,653	\$29,638
<u>Contractual</u>			
Home Care			
Registered Nurse	\$81,600	\$6,800	\$88,400
Home Health Aide	81,042	3,406	84,448
Specialized Nursing			
Facility Beds (1 bed x \$160/day x 365)	<u>58,400</u>	<u>0</u>	<u>58,400</u>
Subtotal, Contractual	\$221,042	\$10,206	\$231,248
<u>Equipment</u>			
Computer	0	\$5,000	\$5,000
<u>Indirect Costs</u>			
	\$24,492	\$8,463	\$32,955
Total	<u>\$510,437</u>	<u>\$117,954</u>	<u>\$628,391</u>

Local Match: None

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 21 - File 150-90-2

Department: Recreation and Park Department (RPD)

Item: Resolution to authorize RPD to apply for, accept and expend a new grant of Federal funds.

Amount: \$8,003

Source of Funds: Federal Funds - Through the State Office of Criminal Justice Planning (OCJP)

Local Match: Not required.

Term: January 1, through December 31, 1990

Project: Video Van Program

Project Description: The Mayor's Criminal Justice Council operates the San Francisco Gang Prevention Program. The Video Van Program would consist of a van containing all the equipment necessary to produce video tape presentations for indoctrinating the City's youth regarding the prevention of gang violence. At-risk youth will also be trained in producing videos in such tasks as research and planning, camera work, lighting, interviewing and editing.

The Video Van would be used by various community agencies participating in the Gang Prevention Program on a rotating basis in areas including the Western Addition, Bayview Hunters Point, Sunnydale, Oceanview, Merced, Ingleside, Mission District, Potrero Hill and Chinatown. The Video Van would be available two hours each weekday (after school) and three hours each Saturday.

The van and the video equipment are being purchased with funds from another previously approved grant (File 68-89-12.1). Volunteer media consultants will provide guidance and instruction in the production of videos. The proposed grant would pay for one staff person (0.3 FTE) to coordinate the Video Van Program.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 22 -File 161-90-1

Department: San Francisco Redevelopment Agency (SFRA)

Item: Resolution approving an amendment to increase the 1989-90 budget of the San Francisco Redevelopment Agency by \$591,555 to provide contractual services to ten community-based organizations engaged in affordable housing development, preservation and marketing services and the rehabilitation of community facilities.

Amount: \$591,555

Source of Funds: SFRA Surplus Bond Proceeds from Tax Increment Bonds

Description: The San Francisco Redevelopment Agency (SFRA) has requested that \$591,555 be added to their 1989-90 budget to provide contractual services to community-based organizations as follows:

<u>Name of Organization</u>	<u>Amount</u>
San Francisco Housing Development Corp.	\$200,655
Ella Hill Hutch Community Center	50,000 *
Baker Places, Inc.	50,000
Florence Crittenton Services	54,000
Hamilton Family Center	27,500
Walden House, Inc.	30,000
Youth Activities of the Archdiocese of San Francisco	35,000
St. Vincent De Paul Society of San Francisco	97,400**
Pledge House, Inc.	22,000
Dolores Street Community Center	14,000
Friendship House Association of American Indians, Inc.	<u>11,000</u>
Total	\$591,555

*Funding was subsequently deleted (See Comment No. 1).

**Revised to \$52,400 (See Comment No. 1).

BOARD OF SUPERVISORS
BUDGET ANALYST

According to Mr. Ed Helfeld, SFRA Executive Director, except for a \$128,420 component of the above-listed \$200,655 to the San Francisco Housing Development Corporation, these projects were previously approved in the 1990 CDBG Program (approved by Board of Supervisors Resolution No. 904-89). Subsequent to the approval of the 1990 Community Development Block Grant (CDBG) Program, the San Francisco Redevelopment Agency Commission decided to finance the above-listed projects (contractors) from SFRA surplus bond proceeds from tax increment bonds in lieu of using the 1990 (CDBG) Program funds.

According to Mr. Helfeld, the above listed projects have requested funding for capital improvements related to the delivery of housing services to the homeless or very low-income individuals. A description of each project is as follows:

San Francisco Housing Development Corp. \$200,655

(awaiting the submission of a detailed budget from the SFRA)

Baker Places, Inc. - Rehabilitation of Robertson Place, located at 921 Lincoln Way. This facility provides housing services for persons with psychiatric disorders. The facility has a 12 adult capacity in a homelike environment. Professional clinicians provide 24-hour supervision and individualized treatment with the goal of stabilizing crises and developing social and independent living skills.

The approved funding would provide for the following:

Repair sashes	\$3,500
Upgrade electrical capacity room/kitchen	3,000
Install five fire doors	3,000
Install fire wall around furnace	2,500
Repair siding and paint	13,000
Reconstruct shower, downstairs	11,000
Repair sewer	8,500
Replace heater registers in rooms	500
Architectural plans and specifications	<u>5,000</u>
Total	\$50,000

Florence Crittenton Services - Rehabilitation of parent/child residential facility located at 834-850 Broderick Street. This residential program has evolved from a "maternity home" to a residential treatment center offering evaluation, counseling and education to assist young parents in their move back into the community. The educational program and infant day care programs are integral to the residential program. A Reunification/Shelter program serves infants in need of care.

The approved funding would provide for the following:

Install eleven fire doors	\$17,800
Construct counseling rooms	12,500
Reconstruct infant play room	12,500
Reconstruct group meeting space	7,500
Architectural plans and specifications	<u>3,700</u>
Total	\$54,000

Hamilton Family Center - Rehabilitation of a homeless shelter located at 1525 Waller Street. Hamilton Family Center, in the ground floor of Hamilton United Methodist Church, is the City's only emergency shelter for homeless families. The Center provides bedding, meals, showers, clothing, medical attention and social services to 65 persons nightly. Other services provided are money management, child care, vocational training and personal counseling.

The approved funding would provide for the following:

Remove walls blocking windows and install adequate ventilation	\$ 7,000
Install firewall, upgrade existing walls and staircase	10,000
Rehabilitate kitchen	8,000
Architectural and Engineering services	<u>2,500</u>
Total	\$27,500

Walden House, Inc. - Rehabilitation of a youth residential facility, located at 214 Haight Street. Walden House is a comprehensive substance abuse treatment program providing services to adults, adolescents and their families. The facility emphasizes self-help and peer support in a therapeutic community setting. Walden House is currently licensed for 45 boys and girls between the ages of 13 and 17, of which 83% have substance abuse problems and 78% are emotionally disturbed.

The approved funding would provide for the following:

Rehabilitation of roof	\$24,435
Replacement of gutter	<u>5,565</u>
Total	\$30,000

Youth Activities of the Archdiocese of San Francisco - Rehabilitation of a youth residential facility, located at 750 - 33rd Avenue. One of six San Francisco Boys' Home locations, this facility provides a 24-hour residential treatment to include food, shelter, clothing, and personal needs. Services include individual, group and family counseling, diagnostic services, family reunification, educational opportunities, community liaison, job search and work experience.

The approved funding would provide for the following:

Reconstruction of bedrooms to create one additional bedroom	\$11,000
Install new plumbing	9,000
Install new heating system	10,000
Install new windows	<u>5,000</u>
Total	\$35,000

St. Vincent de Paul Society of San Francisco - Construction of a new facility at 1745 Folsom Street. A total of \$52,400 would provide partial funding to convert existing space to an employment/rehabilitation center for the homeless. The total project cost is \$384,000. The first phase cost is \$117,000 and includes a fire sprinkler system, wheel chair accessible toilets and showers, one 20 student classroom, 3 counseling offices, one 24-person conference room adjoining one 16-person conference room with room divider, 12 case worker cubicles with moveable partition walls, a reception area and a waiting area.

The specific items approved for funding during Phase I are as follows:

Construct a 100 ft x 24 ft floor to ceiling wall with two-hour fire rating	\$13,000
Install central heating and wiring for 4,000 sq. ft.	<u>39,400</u>
Total	\$52,400

Pledge House, Inc. - Rehabilitation of a youth residential facility located at 75 Minerva Street. Pledge House is a non-profit residential facility providing 24-hour care and supervision for six male youngsters between the ages of 12 and 18. Pledge House serves minors who are abused, neglected, delinquent, and emotionally disturbed.

The approved funding would provide for the following:

Renovation of driveway	\$ 4,000
Relocation of central water shut off	1,000
Installation of sub-floor and flooring	4,000
Renovation of ventilation duct system	8,000
Installation of new plumbing fixture	1,800
Installation of storage cabinets in basement	2,500
Construction of stairwell	<u>700</u>
Total	\$22,000

Dolores Street Community Center - Rehabilitation of a facility serving the homeless in the Dolores Street Baptist Church at 208 Dolores Street. The facility assists low-income residents of the Mission and Castro communities.

The approved funding would provide for the following:

Replacement of leaking windows, sealing of exterior walls and ceiling repair	\$12,500
Architectural plans and specifications	<u>1,500</u>
Total	\$14,000

Friendship House Association of American Indians, Inc. - Rehabilitation of residential service facility located at 80 Julian Avenue. This agency operates and manages a 20-bed residential treatment facility. The treatment includes traditional methods as well as Indian traditions, beliefs and spirituality over a 90-day period. The facility serves the special need of American Indian alcoholics and is not duplicated in other facilities in the city.

The approved funding would provide for the following:

Replacement of tile in stall shower, repair of floor in upstairs bathroom	\$3,075
Replacement of tile in downstairs bathroom	2,025
Installation of smoke detectors	2,900
Installation of computer circuits and distribution panel	2,000
Architectural plans and specifications	<u>1,000</u>
Total	\$11,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. According to Mr. Larry Del Carlo of the Mayor's Office of Community Development, modifications, as follows, have been made to the proposed subject legislation, since the legislation was originally submitted:

<u>Agency</u>	<u>Current Amount</u>	<u>Change</u>	<u>New Amount</u>
San Francisco Housing Development Corp.	\$200,655	-0-	\$200,655
Ella Hill Hutch Center	50,000	(50,000)*	-0-
Baker Places, Inc.	50,000	-0-	50,000
Florence Crittenton Services	54,000	-0-	54,000
Hamilton Family Center	27,500	-0-	27,500
Walden House, Inc.	30,000	-0-	30,000
Youth Activities of Archdiocese	35,000	-0-	35,000
St. Vincent de Paul Society	97,400	(45,000)**	52,400
Pledge House, Inc.	22,000	-0-	22,000
Dolores Street Community Center	14,000	-0-	14,000
Friendship House Association of American Indians, Inc.	<u>11,000</u>	<u>-0-</u>	<u>11,000</u>
Totals	\$591,555	(\$95,000)	\$496,555

* According to Mr. Robert Gamble of the SFRA, the \$50,000 for the Ella Hill Hutch Center was deleted because it did not qualify as a housing affordability project per the SFRA's new housing policy.

** SFRA and/or MOCD to provide explanation on proposed reduction.

2. Mr. Del Carlo advises that of the \$496,555 in the amended SFRA budget, a total of \$368,135 (\$496,555 less \$128,420 in new monies for the San Francisco Housing Development Corporation) would be freed up for other CDBG projects since SFRA surplus bond fund proceeds from tax increment bonds would be used for these projects in lieu of CDBG funds.

3. Mr. Del Carlo has provided the Budget Analyst with the revised estimated funding levels for the the 1990 CDBG Program as follows:

Revised 1990 CD Entitlement Level	\$16,439,000
Revised Carry-forward funds	<u>1,134,202</u>
Amount Currently On-Hand for 1990 CD Program	\$17,573,202

BOARD OF SUPERVISORS
BUDGET ANALYST

1990 CD Program Previously Approved by Board of Supervisors (Resolution No. 904-89)	<u>17,485,927</u>
Remaining Funds in Contingency	\$ 87,275
SFRA Contribution from Bond Proceeds to 1990 CD Program	<u>368,135</u>
Amended CD Contingency Fund	\$ 455,410

4. Mr. Del Carlo further advises that funding levels for the 1990 CDBG Entitlement could still be subject to a further reduction of possibly 1% to 2%. The proposed increase in the CD Contingency Fund will provide additional relief for these anticipated further reductions. If any contingency funds are not needed, once the final 1990 CDBG Entitlement is known, they will be carried forward to support other CDBG project activities subject to the review and approval by the Board of Supervisors.

5. The proposed legislation should be amended by reducing the dollar amount from \$591,555 to \$496,555 on Page 1, Line 17, and Page 2, Lines 12 and 16.

6. Mr. Gamble has requested that the proposed item be continued until the SFRA has completed their review and approval of the budgets for the San Francisco Housing Development Corporation and St. Vincent de Paul Society of San Francisco.

Recommendation: Amend the proposed resolution as identified in Comment 5 above and continue the proposed resolution as requested by the SFRA.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 23 -File 161-90-2

Department: San Francisco Redevelopment Agency (SFRA)

Item: Resolution approving an amendment to increase the 1989-90 budget of the San Francisco Redevelopment Agency by \$135,500 for the purpose of providing financial assistance for capital improvements to the North/South of Market Adult Day Health Center in the Mendelsohn House located in the Yerba Buena Center Redevelopment Project Area.

Amount: \$135,500

Source of Funds: Surplus Bond Proceeds from Tax Increment Bonds

Description: The San Francisco Redevelopment Agency (SFRA) has requested that \$135,500 be added to their 1989-90 budget to complete a portion of the interior construction of the Mendelsohn House located in the Yerba Buena Center Redevelopment Project Area. The Mendelsohn House was completed in October of 1988 and part of its ground floor is being reserved for a adult day health center. The construction would provide for an adult day health center in the reserved interior space of the Mendelsohn House. This site would thus provide a new location for the North/South of Market Adult Day Health Center currently located in the Tenderloin on Geary Street near Jones Street.

The current location in the Tenderloin, which houses the North/South of Market Adult Day Health Center, suffered substantial damage to its unreinforced masonry building following the October 17, 1989 earthquake as determined by the Bureau of Building Inspection. At the present time, the Center's space is crowded, is without direct light or heat to serve its clients and is lacking a safe passenger loading area. In addition, the average daily attendance has reached the capacity of the existing space and there is a need to expand the facility due to the growing number of frail elderly living in the two adjacent downtown neighborhoods, South of Market and the Tenderloin.

BOARD OF SUPERVISORS
BUDGET ANALYST

The North/South of Market Adult Day Health Center is a small, non-profit organization that serves 200 frail, elderly persons each year in a program which is an alternative to institutionalization in a nursing home. This program maintains client independence and thus, saves health care funds. The Center provides skilled nursing, socialization opportunities and social work services during the day to clients who are mostly single people in their seventies and eighties and who belong to ethnic minorities. The Center's operating budget of approximately \$575,000 is derived from private fees and contributions, Medi-Cal, grants from the Department of Public Health and a transportation subsidy from the Public Utilities Commission (PUC).

The total estimated project cost of \$350,000 to complete the interior structural improvements to Mendelsohn House in order to relocate the North/South of Market Adult Day Health Facility from the Tenderloin to the Yerba Buena Center Redevelopment Project Area would be paid for from the following resources:

Previously Approved 1988 Community Development Block Grant	\$125,000
Cowell Foundation	50,000
Private Contributions	39,500
San Francisco Redevelopment Agency*	<u>135,500</u>
Total	\$350,000

* Subject of this proposed legislation.

The estimated costs would be expended as follows:

Architect plans and specifications	\$ 25,000
Construction and fees	300,000
Furnishings and equipment	10,000
Contingencies	<u>15,000</u>
Total	\$350,000

Comments:

1. The Mendelsohn House is a recently completed senior housing complex of 189 units for low and moderate income residents at 737 Folsom Street in the Yerba Buena Center Redevelopment Project.
2. According to Mr. Robert Gamble of the SFRA, the additional construction work to the ground floor of the Mendelsohn House for the proposed relocation of the North/South of Market Adult Day Health Center will take approximately six months.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Mr. Gamble has also advised that the Tenants and Owners Development Corporation (TODCO), which is the non-profit housing development corporation developing the Mendelsohn House, and the South of Market Problem Solving Council recently approached the SFRA to assist them to provide the remaining \$135,500 in construction funds needed to finish the space reserved in the Mendelsohn House for the Center. TODCO is offering the new center a number of advantages to relocate to the Mendelsohn House, including a 30 percent rent reduction, the use of an outdoor garden, and additional space if future expansion is needed.

4. The SFRA's proposed additional \$135,500 would be available from surplus SFRA bond proceeds from the SFRA's recent sale of tax increment bonds. In June of 1989, the Board of Supervisors approved the issuance of \$39.5 million of SFRA bonds to finance SFRA activities in fiscal year 1989-90. According to Mr. Mario Menchini of the SFRA, a total of \$35 million of bond proceeds had been authorized for expenditure by the SFRA. However, a total of \$39.5 million of bonds were sold, resulting in surplus proceeds totalling \$4.5 million. Approved and pending uses of that surplus are as follows:

Surplus bond proceeds	\$4,500,000
Previously Approved:	
Delancey Street Foundation Project	
Resolution No. 919-89	<u>1,400,000</u>
Current Balance	\$3,100,000
Proposed Surplus Uses Pending:	
North/South of Market Adult	
Day Health Center*	\$135,500
Other Pending Projects	
(File 161-90-1)**	<u>591,555</u>
Subtotal	<u>727,055</u>
Total Surplus Remaining Not Identified for Existing or Pending Projects	\$2,372,945

* Subject of this proposed legislation.

BOARD OF SUPERVISORS
BUDGET ANALYST

**** Proposed funding for San Francisco Housing Development Corp., Baker Places, Inc., Florence Crittenton Services, Hamilton Family Center, Walden House, Inc., Youth Activities of the Archdiocese of San Francisco, St. Vincent De Paul Society, Pledge House, Inc., Dolores Street Community Center, and Friendship House Association of American Indians. Funding for these projects is the subject of File 161-90-1 reported on today's Finance Committee calendar by the Budget Analyst.**

Recommendation: The proposed resolution to increase the SFRA's 1989-90 budget by \$135,500 for the construction of the North/South of Market Adult Day Health Center in the Mendelsohn House, located in the Yerba Buena Center Redevelopment Project Area, is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 24 -File 79-89-5.1

Department: Mayor's Office of Community Development (MOCD)

Item: Release of Reserves

Amount: \$3,854,204 (including \$52,204 in 1990 Community Development Block Grant (CDBG) Program funds and \$3,802,000 in program income from land sales received by the San Francisco Redevelopment Agency)

Sources of Funds:	1990 CDBG Program Entitlement	\$ 52,204
	SFRA Program Income from Land Sales	<u>3,802,000</u>
	Total	\$3,854,204

Description: The Mayor's Office of Community Development (MOCD) is requesting the release of three items reserved at the time the Board of Supervisors approved the 1990 Community Development Block Grant (CDBG) Program and the submission of an application for Federal funds to the U. S. Department of Housing and Urban Development (HUD).

The three items proposed for release at this time are as follows:

Samoa Mo Samoa - This proposed allocation of \$20,000 to a non-profit corporation was placed on reserve at the request of MOCD because internal board of director problems arose within Samoa Mo Samoa. According to MOCD, this affected Samoa Mo Samoa's ability to govern their own affairs. MOCD now advises that Samoa Mo Samoa has resolved its internal problems to the satisfaction of both MOCD and the City Attorney's Office. MOCD advises that Samoa Mo Samoa will provide needed services for Samoan youth as part of their contract with the City.

Mayor's Office of Community Development (MOCD) Administration - An original allocation of \$39,872 for one additional 1652 Senior Accountant position was placed on reserve pending Civil Service review and approval of a new accounting position. The proposed new position is to be assigned the accounting duties for State and other grant administration programs which are non-CDBG program related activities. According to the Civil Service review and approval of the additional position, the new Senior Accountant will perform difficult and responsible accounting and auditing duties for non-CDBG grant programs. MOCD is requesting a release of \$32,204, a reduction of \$7,668

BOARD OF SUPERVISORS
BUDGET ANALYST

(\$39,872 - \$32,204) to reflect ten months of funding for the new position from March 1, 1990 through December 31, 1990.

San Francisco Redevelopment Agency (SFRA) Administration - The proposed release of \$3,802,000 was placed on reserve because a detailed administrative CDBG budget for the SFRA using program income from land sales was not included in the 1990 CDBG Program submission provided to the Board of Supervisors in November of 1989. The disposition of land sales proceeds must be included in the annual CDBG budget to comply with Federal regulations. A detailed budget has now been provided and is included in the attachment dated March 2, 1990.

According to the data provided in the attachment to this item, out of a total of 111 SFRA staff, 104 staff are assigned to full or partial CDBG-related activities. The seven staff not assigned to CDBG activities are identified in three new SFRA departments, entitled the Housing Production and Management Department, the Development Department and the Economic Development Department, as added in the SFRA's 1989-90 annual budget.

CDBG program income will provide full funding for one Project Coordinator to administer the new Fisherman's Wharf Redevelopment Project. In addition, CDBG program income will provide full funding for the two positions in the Mayor's Office of Special Projects which administers the functions of the City's Relocations Appeals Board and the distribution of City relocation funds under the Special Temporary Relocation Assistance Program (STRAP). At the present time, the Executive Director of the Relocation Appeals Board (Mayor's Office of Special Projects) reports directly to the SFRA Senior Deputy Executive Director.

Comments:

1. MOCB has currently budgeted the new 1652 Senior Accountant position for the ten month period, March 1, 1990 through December 31, 1990 at a total cost of \$32,204, a reduction of \$7,668 from the \$39,872 originally placed on reserve for this position. Since the position cannot be approved to start until March 20, 1990 at the earliest, an additional pay period may be reduced from the amount needed to fund the proposed position for the remaining period of the current CDBG program year. The amount of one pay period for the subject position is \$1,429, which would reduce the amount of the proposed release of reserve for the new 1652 Senior Accountant position from \$32,204 to \$30,775.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. According to Mr. Larry Del Carlo, MOCD intends to enter into a 12-month contract with Samoa Mo Samoa for the period March of 1990 through February of 1991 for the \$20,000 on reserve. Mr. Del Carlo advises that any future funding for Samoa Mo Samoa would be reflected in the following CDBG program year.

3. Mr. Robert Gamble of the SFRA advises that an adjustment is to be made to the proposed CDBG portion of the SFRA budget to reflect the actual amount of the proposed release of the reserve as follows:

SFRA Grand Total of Personnel and Overhead Costs (CDBG share) as identified in the attachment	\$3,805,741
Less: Reduction to Dues & Subscriptions from \$20,874 to \$17,133	<u>3,741</u>
Adjusted Total	\$3,802,000

Recommendation: Reduce the proposed release of reserves by \$1,429 from \$3,854,204 to \$3,852,775 as identified in Comment 1 and continue \$1,429 on reserve.

EUD8990\CD86

San Francisco Redevelopment Agency
Application for CD86 Funding 1990
PART II - C

03/02/90

Capital Projects

BUDGETED POSITIONS	Number of Positions Per Dept.	Annual 1990 Salary	% Allocation to CD86	CD86 SHARE of Salary	NON CD86 SHARE OF SALARY
YERBA BUENA CENTER:	4				
PROJECT DIRECTOR		76,596	60.0%	45,958	30,638
ASST COMM DEV SP		51,350	60.0%	30,810	20,540
EXEC SECRETARY II		36,291	60.0%	21,774	14,516
EXEC SECRETARY II		36,291	60.0%	21,774	14,516
RINCON POINT-SOUTH BEACH:	3				
PROJECT DIRECTOR		76,596	60.0%	45,958	30,638
ASST COMM DEV SP		51,350	60.0%	30,810	20,540
SR CLERK TYPIST		28,855	60.0%	17,313	11,542
H. P./INDIA BASIN/WA-2:	4				
PROJECT COORDINATOR		66,175	85.0%	56,249	9,926
ASST COMM DEV SP		51,350	85.0%	43,648	7,703
ADMIN ASST II		38,220	85.0%	32,487	5,733
EXEC SECRETARY II		34,679	85.0%	29,477	5,202
FISHERMAN'S WHARF:					
PROJECT COORDINATOR	1	54,444	100.0%	54,444	0
ENGINEERING & REHAB:	8				
CH ENGINEER/REHAB		74,724	60.0%	44,834	29,890
SR CIVIL ENGINEER		68,432	60.0%	41,059	27,373
SR CIVIL ENGINEER		68,432	60.0%	41,059	27,373
CONST INSPECTOR		51,090	60.0%	30,654	20,436
REHAB COUNSELOR		56,316	60.0%	33,790	22,526
CIVIL ENGINEER		59,124	60.0%	35,474	23,650
EXEC SEC II		36,291	60.0%	21,774	14,516
ASSOC. CIVIL ENGINEER		51,090	60.0%	30,654	20,436
ARCHITECTURE:	9				
SENIOR ARCHITECT		63,674	60.0%	38,204	25,470
ARCH ASSOC		50,830	60.0%	30,498	20,332
SR ARCHITECT		63,674	60.0%	38,204	25,470
LAND ARCH/CONT ADM		55,510	60.0%	33,306	22,204
CH ARCHITECTURE		74,724	60.0%	44,834	29,890
SENIOR ARCHITECT		63,674	60.0%	38,204	25,470
EXEC SECRETARY I		31,559	60.0%	18,935	12,624
SENIOR ARCHITECT		63,674	60.0%	38,204	25,470
ARCHITECTURAL ASSOC.		43,940	60.0%	26,364	17,576
DEVELOPMENT & REAL ESTATE:	10				
CH DEV/REAL ESTATE		74,724	60.0%	44,834	29,890
DEV SPECIALIST		60,034	60.0%	36,020	24,014
SR DEV SPECIALIST		66,170	60.0%	39,702	26,468

BUD990\CD86

San Francisco Redevelopment Agency
Application for CD86 Funding 1990
PART II - C

03/02/90

Capital Projects

BUDGETED POSITIONS	Number of Positions Per Dept.	Annual 1990 Salary	% Allocation to CD86	CD86 SHARE of Salary	NON CD86 SHARE OF SALARY
REAL ESTATE SPEC		60,034	60.0%	36,020	24,014
DEVELOP SPECIALIST		60,034	60.0%	36,020	24,014
DEV SPECIALIST		60,034	60.0%	36,020	24,014
DEV SPECIALIST		60,034	60.0%	36,020	24,014
EXEC SECRETARY II		36,291	60.0%	21,774	14,516
ADMIN ASST II		38,220	60.0%	22,932	15,288
SENIOR CLERK TYPIST		23,374	60.0%	14,024	9,350
COMMUNITY SERVICES:	5				
ASST DIR COMM SERV		69,472	100.0%	69,472	0
SR ADMIN ASST		45,916	100.0%	45,916	0
EXEC SECRETARY II		36,291	100.0%	36,291	0
CLERK(Mayor's Appeal Board)		23,608	100.0%	23,608	0
EXEC. DIR, RELOCATIONS APPEALS BOARD		48,403	100.0%	48,403	0
LEGAL:	6				
SENIOR ATTORNEY		54,226	20.0%	10,845	43,380
ASST GEN COUNSEL		88,660	20.0%	17,732	70,928
PRIN LEGAL STENO		44,169	20.0%	8,834	35,335
SR LEGAL STENO		40,295	20.0%	8,059	32,236
LEGAL CLERK		21,164	20.0%	4,233	16,931
ASST AGCY COUNSEL		74,724	20.0%	14,945	59,779
FINANCE:	11				
DEPUTY EXEC. DIR., FINAN.		88,660	20.0%	17,732	70,928
FINANCE DIRECTOR		40,209	20.0%	8,042	32,167
SR ACCT CLERK		29,250	20.0%	5,850	23,400
FINANCIAL SYS ACCT		49,634	20.0%	9,927	39,707
EXEC SECRETARY II		36,291	20.0%	7,258	29,033
CONTROLLER		74,724	20.0%	14,945	59,779
PRIN ACCOUNTANT		45,006	20.0%	9,001	36,005
ACCOUNTANT		29,250	20.0%	5,850	23,400
FINANCIAL ANALYST		51,090	20.0%	10,218	40,872
PRINCIPAL ACCT.		45,006	20.0%	9,001	36,005
SR ACCOUNTANT		37,154	20.0%	7,431	29,723
DATA PROCESSING:	3				
DATA PROCESSING MGR		62,088	20.0%	12,418	49,670
SR PROG ANALYST		46,098	20.0%	9,220	36,878
COMPUTER OPERATOR		29,952	20.0%	5,990	23,962
ADMINISTRATIVE SERVICES:	8				
ADMIN SERV OFF		65,546	20.0%	13,109	52,437
PERSONNEL ANALYST		43,732	20.0%	8,746	34,986
PURCHASING ASSIT		27,482	20.0%	5,496	21,986

BUD8990\CD86

San Francisco Redevelopment Agency
Application for CD86 Funding 1990
PART II - C

03/02/90

Capital Projects

BUDGETED POSITIONS	Number of Positions Per Dept.	Annual 1990 Salary	% Allocation to CD86	CD86 SHARE of Salary	NON CD86 SHARE OF SALARY
SUPERVISING CLERK		34,367	20.0%	6,873	27,493
PRIN CLK TYPIST		28,855	20.0%	5,771	23,084
REPROD SPECIALIST		25,584	20.0%	5,117	20,467
TELEPHONE OPERATOR		27,899	20.0%	5,580	22,318
SNR CLERK TYPIST		23,374	20.0%	4,675	18,599
CENTRAL RECORDS:	6				
REC SPECIALIST II		30,168	20.0%	6,022	24,086
REC SPECIALIST I		27,612	20.0%	5,522	22,090
REC SPECIALIST I		20,709	20.0%	4,142	16,567
REC/MIRCO SUP		45,240	20.0%	9,048	36,192
REC SPECIALIST II		30,168	20.0%	6,022	24,086
REC SPECIALIST I		27,612	20.0%	5,522	22,090
CENTRAL MAINT./PROG. MAN'GMNT:	5				
LABORER SUPERVISOR		37,518	20.0%	7,504	30,014
LABORER		33,566	20.0%	6,713	26,853
LABORER		33,566	20.0%	6,713	26,853
LABORER		33,566	20.0%	6,713	26,853
LABORER		33,566	20.0%	6,713	26,853
AFFIRMATIVE ACTION:	6				
AFF ACT SPECIALIST		58,864	20.0%	11,773	47,091
ASST AFF ACT SPEC		41,090	20.0%	8,216	32,864
AFF ACT SPECIALIST		58,864	20.0%	11,773	47,091
AFFIR ACTION OFF		68,146	20.0%	13,629	54,517
PRIN CLK TYPIST		30,727	20.0%	6,145	24,581
DATA ENTRY OPER		9,503	20.0%	1,901	7,602
RESIDENTS & BUS. SERVICES:	4				
SR COMM SERV REP		40,690	20.0%	8,138	32,552
R&B SERV SUP		60,034	20.0%	12,007	48,027
PRIN CLK TYPIST		30,727	20.0%	6,145	24,581
SR COMM SERV REP		40,690	20.0%	8,138	32,552
PLANNING:	4				
CHF PL/PROGRAMMING		74,724	50.0%	37,362	37,362
SNR PLANNER		57,166	50.0%	28,583	28,583
ASSIST PLANNER		44,171	50.0%	22,085	22,085
SENIOR CLK TYPIST		29,531	50.0%	14,765	14,765
EXECUTIVE OFFICE:	7				
EXECUTIVE DIRECTOR		113,152	30.0%	33,946	79,206
SR DEPUTY EXEC DIR		93,106	30.0%	27,932	65,174
COMMUNITY LIAISON OFFICER		54,444	30.0%	16,333	38,111

Capital Projects

BUDGETED POSITIONS	Number of Positions Per Dept.	Annual 1990 Salary	% Allocation to CDRG	NON CDRG	
				CDRG SHARE of Salary	SHARE OF SALARY
EXEC ASSISTANT		46,098	30.0%	13,829	32,269
COMM INFO SPEC		42,276	30.0%	12,683	29,593
EXEC SECRETARY III		38,319	30.0%	11,496	26,823
CONF SEC/EXEC DIR		43,961	30.0%	13,188	30,773
HOUSING PROD. & MANAGEMENT:	3				
CHIEF, HOUSING PROD. & MGMT.		64,558	0.0%	0	64,558
ASST HSG MNGT SPEC		49,374	0.0%	0	49,374
HSG MNGT SUPERV		60,034	0.0%	0	60,034
DEVELOPMENT:	2				
DEP. EXEC. DIR, DEVELOPMENT		76,596	0.0%	0	76,596
PRINCIPAL CLERK TYPIST		26,894	0	0	26,894
ECONOMIC DEVELOPMENT:	2				
CHIEF, ECON. DEVELOPMENT		64,558	0.0%	0	64,558
PRINCIPAL CLERK TYPIST		26,894	0	0	26,894
Total Number of Positions	111				
TOTAL CAPITAL PROJECT SALARIES		5,404,410		2,207,414	3,196,996
TOTAL CAPITAL PROJECT FRINGES		1,495,147		573,928	931,219
TOTAL CAPITAL PROJECT PERSONNEL COSTS		6,899,556		2,781,341	4,028,215
S.F.R.A. Overhead		1,603,000		1,024,400 *	578,600
Grand Total Personnel & Overhead Costs				3,805,741 **	4,606,815

* see next page for a detailed description

** See Comment 3 which identifies an adjustment reducing the Grand Total by \$3,741 from \$3,805,741 to \$3,802,000.

REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO
Administration Costs Calendar Year 1990

Application for CDBG Funding, Calendar Year 1990

Line #	ITEM	1990 Admin Costs	Percent Allocation to CDBG	CDBG Share of Admin Costs
1	Dues & Subscriptions	34,642	60.3%	\$20,874
2	Consultant Services	99,350	60.3%	59,865
3	Temporary Employee & Replacement Costs	44,590	60.3%	26,868
4	Staff Training	20,850	60.3%	12,563
5	Conference & etc	17,283	60.3%	10,414
6	Communication - Telephone	43,900	60.3%	26,452
7	Communication - Postage & Express	28,950	60.3%	17,444
8	Communication - Messenger Service	32,925	60.3%	19,839
11	Maintenance - Agency Vehicles	12,075	60.3%	7,276
13	Building Costs - Scavenger/Disposal Service	1,250	60.3%	753
14	Building Costs - Janitorial Services	12,100	60.3%	7,291
15	Building Costs - Security Services	3,275	60.3%	1,973
16	Building Costs - Office Rent	391,238	60.3%	235,745
17	Rental: Commission Meeting Room	1,200	60.3%	723
18	Building Costs - Renovation & Minor Rep.	7,500	60.3%	4,519
19	Office Supplies	64,100	60.3%	38,624
20	Janitorial Supplies	3,250	60.3%	1,958
21	Supplies - Mimeo/Printing/Photography	64,535	60.3%	38,886
22	General Insurance	149,500	60.3%	90,083
23	Lease Machines/Equipment/Furniture	27,230	60.3%	16,408
24	Purchase Machines/Equipment/Furniture	223,700	60.3%	134,793
25	Maintenance Machines/Equipment/Furniture	72,525	60.3%	43,701
26	Self Insurance Retention	75,000	60.3%	45,192
27	Affirmative Action Consultant(Crosen)	50,000	60.3%	30,120
30	Advertising	10,000	60.3%	6,026
31	Commissioner's Fees & Related Exp.	12,100	60.3%	7,291
32	Project Merger Costs	19,000	60.3%	11,449
33	Affirmative Action Arbitrators	28,750	60.3%	17,324
34	Data Processing Development	117,500	60.3%	70,801
35	Other Costs	14,000	60.3%	8,436
36	Moving Expenses	12,500	60.3%	7,532
37	Utilities	5,250	60.3%	3,163
39	TOTAL ADMINISTRATIVE COSTS	\$1,790,067		\$1,024,396

Items 25 and 26 - Files 60-90-9 and 60-90-3.1

These items are hearings to consider ballot arguments concerning the school earthquake safety special tax district and public safety improvement bonds. The Budget Analyst does not normally review and report on ballot arguments.

Item 27 - File 101-89-1.12

Department: Public Defender

Item: Release of reserve

Amount: \$1,440

Source of Funds: Professional Services appropriation in the Public Defender's 1989-90 budget.

Description: A \$75,000 Jail Overcrowding Reduction Reserve was established in the FY 1989-90 budget to fund alternatives to incarceration in order to reduce jail overcrowding. In November, 1989, the Board of Supervisors appropriated this \$75,000 reserve to the Public Defender's Professional Services budget to be used to fund outside consultants for the purposes of determining sentencing alternatives for approximately 50 to 75 cases on a case-by-case basis. The consultants would recommend alternatives to time being spent in jail, such as community service, drug treatment, California Conservation Corps, confinement at home, etc. The proposed program was established as a trial program. If the program is successful, the Public Defender will request a similar amount of money to be approved for the FY 1990-91 budget. Of the \$75,000 that was appropriated, \$37,500 was reserved.

The Consent Decree resulting from the jail overcrowding lawsuit, Stone versus the City and County of San Francisco, requires the City to develop an "alternatives to incarceration" plan by July 1, 1990. The City will hold a conference in San Francisco on March 16, 1990, to be attended by various City department heads and representatives of community groups to begin formulating such a plan. The proposed release of funds from the previously established Jail Overcrowding Reduction Reserve would provide for the following estimated conference costs:

Conference Facilitator	\$700
Facilitator fee for Mr. Noel Day of the Ersu Institute.	
Expert Consultant's Travel	340
Roundtrip travel for Ms. Judy Greene, an expert in incarceration alternatives from the Vera Institute of New York.	

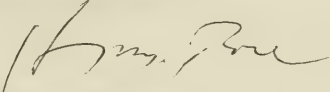
BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 14, 1990

Space Rental and Meals for Conferees purchased
from Delancey Street which would provide
space and lunch for 40 Conferees. 400

Total Proposed Release of Reserve \$1,440

Recommendation: Release the reserve in the amount of \$1,440.


Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

F
90.25
2
21/90

*Actions
Taken*

**CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO**

DOCUMENTS DEPT.

MAR 23 1990

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, MARCH 21, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, Items 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, & 19

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 100-89-20. To consider regular report from the Controller on the City budget. (Supervisor Walker)

(Continued from 3/14/90.)

ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR.

2. File 161-90-1. [Redevelopment Agency Budget] Resolution approving an amendment to the budget of the Redevelopment Agency of the City and County of San Francisco for Fiscal Year 1989-90 to increase the budget by \$591,555 for contractual services for the purpose of providing financial assistance to ten community-based organizations engaged in affordable housing development, preservation and marketing services and the rehabilitation of community facilities. (Redevelopment Agency)

(Continued from 3/14/90.)

ACTION: AMENDED TO DECREASE BUDGET TO \$541,555. NEW TITLE: "[Redevelopment Agency Budget] RESOLUTION APPROVING AN AMENDMENT TO THE BUDGET OF THE REDEVELOPMENT AGENCY OF THE CITY AND COUNTY OF SAN FRANCISCO FOR FISCAL YEAR 1989-90 TO INCREASE THE BUDGET BY \$541,555 FOR CONTRACTUAL SERVICES FOR THE PURPOSE OF PROVIDING FINANCIAL ASSISTANCE TO TEN COMMUNITY-BASED ORGANIZATIONS ENGAGED IN AFFORDABLE HOUSING DEVELOPMENT, PRESERVATION AND MARKETING SERVICES AND THE REHABILITATION OF COMMUNITY FACILITIES." RECOMMENDED AS AMENDED.

3. File 97-90-5. [Revolving Fund - Police Commission] Ordinance amending Administrative Code, by adding Section 10.204, to establish a Revolving Fund to pay for tow charge refunds and disputed claims for towed vehicles. (Police Commission) (companion to File 101-89-70)

(Continued from 3/7/90.)

ACTION: CONTINUED TO CALL OF THE CHAIR.

4. File 101-89-70. [Government Funding] Ordinance appropriating \$140,000, Police Department, for judgment and claims. (Controller) RO #9173 (companion to File 97-90-5)

(Continued from 3/7/90.)

ACTION: CONTINUED TO CALL OF THE CHAIR.

5. File 101-89-99. [Government Funding] Ordinance appropriating \$801,800, Police Department, for uniforms. RO #9222 (Controller)

ACTION: RECOMMENDED.

6. File 101-89-101. [Government Funding] Ordinance appropriating \$1,572,834, for various bond fund capital improvement projects (1989 Earthquake Safety), for City Attorney, Controller, Fire Department, Academy of Sciences, Fine Arts Museums, Asian Art Museum, Laguna Honda Hospital and Department of Public Works. RO #9226 (Controller)

ACTION: AMENDED TO PLACE \$945,700 ON RESERVE. NEW Title: "[Government Funding] ORDINANCE APPROPRIATING \$1,572,834, FOR VARIOUS BOND FUND CAPITAL IMPROVEMENT PROJECTS (1989 Earthquake Safety), FOR CITY ATTORNEY, CONTROLLER, FIRE DEPARTMENT, ACADEMY OF SCIENCES, FINE ARTS MUSEUMS, ASIAN ART MUSEUM, LAGUNA HONDA HOSPITAL AND DEPARTMENT OF PUBLIC WORKS; PLACING \$945,700 ON RESERVE. RECOMMENDED AS AMENDED.

7. File 101-89-102. [Government Funding] Ordinance appropriating \$64,850, Sheriff, for permanent salaries and related mandatory fringe benefits, uniforms and equipment purchase, for the creation of five positions. (companion to File 102-89-40) RO #9225 (Controller)

ACTION: AMENDED TO FUND ONE POSITION UNDER INTERDEPARTMENTAL WORK ORDER. NO CHANGE IN TITLE. RECOMMENDED AS AMENDED.

8. File 102-89-40. [Public Employment] Ordinance amending Annual Salary Ordinance, 1989-90, Sheriff Department, reflecting the addition of five limited duration positions (Classifications (4) 8304 Deputy Sheriff and (1) 8308 Sheriff Sergeant). (companion to File 101-89-102) (Civil Service Commission)

ACTION: AMENDED TO FUND ONE POSITION UNDER INTERDEPARTMENTAL WORK ORDER. NO CHANGE IN TITLE. RECOMMENDED AS AMENDED.

9. File 101-89-103. Requesting release of reserved funds, Department of Public Works, Clean Water Program, in the amount of \$75,000 to prepare the Facilities Plan and Environmental Impact Report for the proposed Richmond Transport Project. (Department of Public Works)

ACTION: HEARING HELD. RELEASE OF \$75,000 RECOMMENDED.
FILED.

10. File 27-90-5. [Airport Service Contract] Ordinance approving the "Agreement for Operator Assisted Long Distance Service from Pacific Bell Public Pay Phones" between AT&T and the City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: FILED.

File 27-90-5.1. RESOLUTION PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED: "[Airport Service Contract] RESOLUTION APPROVING THE 'AGREEMENT FOR OPERATOR ASSISTED LONG DISTANCE SERVICE FROM PACIFIC BELL PUBLIC PAY PHONES' BETWEEN AT&T AND THE CITY AND COUNTY OF SAN FRANCISCO, ACTING BY AND THROUGH ITS AIRPORTS COMMISSION." RECOMMENDED.

11. File 25-90-1. [Contract] Resolution concurring with the Controller's certification that services of the Budget Analyst can be practically performed by private contractor for lower cost than similar work services performed by City and County employees. (Clerk of the Board)

ACTION: RECOMMENDED.

12. File 28-90-5. [Emergency Repair] Resolution authorizing the Director of the Department of Public Works to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of earthquake damaged streets throughout the City. (Department of Public Works).

ACTION: RECOMMENDED.

13. File 28-90-6. [Airport Administration] Resolution approving a declaration of emergency, electrical power cable failure, Cable 12NANB-1 San Francisco International Airport - \$425,000. (Airports Commission)

ACTION: RECOMMENDED.

14. File 95-90-1. [Annual Audit - Controller] Resolution ordering Annual Audit of Controller's Books, declaring intention of the Board of Supervisors to order an annual audit of Controller's Books and to exercise the final one year renewal option of a contract with a consortium of accounting firms (Peat Marwick Main & Co., Williams, Adley & Company and Associated Asian CPA Firms). (Controller)

ACTION: RECOMMENDED.

15. File 146-90-22. [Grant - State Funds] Resolution authorizing the Department of Public Health, Mental Health Programs Division, to accept and expend a grant of \$68,571 from the State Department of Mental Health Services to augment the AIDS Dementia/Mental Health Facility. (Mayor)

ACTION: RECOMMENDED.

16. File 148-90-1. [Grant - State Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend \$146,000 of Transportation Development Act (TDA) Article 3 funds for bicycle/pedestrian projects. (Department of Public Works)

ACTION: RECOMMENDED.

17. File 153-90-2. [Grant Application] Resolution authorizing the Department of Social Services to apply for, accept and expend a grant from the California Youth Authority in the amount of \$8,600 to provide a portion of the salary of a Child Welfare Worker in the Homeless Youth Unit in the Family and Childrens Services Division. (Department of Social Services)

ACTION: RECOMMENDED.

18. File 60-90-3.2. Hearing to consider rebuttal ballot argument concerning Proposition A, a Public Safety Improvement Bond issue in the amount of \$332,400,000 for earthquake repairs and earthquake hazards reduction, asbestos abatement, and providing access for the disabled to buildings owned by the City and County of San Francisco. (Supervisor Walker)

ACTION: HEARING HELD. FILED.

19. File 186-89-22. To consider advisability of increasing the personnel and funding of the Department of Health's Toxic Management Section by transfers of resources from the Environmental Health Services Food Program, the Hotel Program and other units of the Bureau of Environmental Health. (Supervisor Gonzalez)

ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

March 21, 1990

TO: Finance Committee
FROM: Budget Analyst
SUBJECT: March 21, 1990 Finance Committee Meeting

Item 1 - File 100-89-20

The Controller, the Mayor's Office and the Budget Analyst have prepared a joint report projecting the General Fund revenues and expenditures for Fiscal Year 1990-91 in connection with the City's forthcoming 1990-91 budget. The joint report will be distributed by the Controller.

DOCUMENTS DEPT.

MAR 23 1990

SAN FRANCISCO

Item 2 -File 161-90-1

Note: This item was continued at the March 14, 1990 Finance Committee meeting.

Department: San Francisco Redevelopment Agency (SFRA)

Item: Resolution approving an amendment to increase the 1989-90 budget of the San Francisco Redevelopment Agency by \$591,555 to provide contractual services to ten community-based organizations engaged in affordable housing development, preservation and marketing services and the rehabilitation of community facilities.

Amount: \$591,555

Source of Funds: SFRA Surplus Bond Proceeds from Tax Increment Bonds

Description: The San Francisco Redevelopment Agency (SFRA) has requested that \$591,555 be added to their 1989-90 budget to provide contractual services to community-based organizations as follows:

<u>Name of Organization</u>	<u>Amount</u>
San Francisco Housing Development Corp.	\$200,655
Ella Hill Hutch Community Center	50,000 *
Baker Places, Inc.	50,000
Florence Crittenton Services	54,000
Hamilton Family Center	27,500
Walden House, Inc.	30,000
Youth Activities of the Archdiocese of San Francisco	35,000
St. Vincent de Paul Society of San Francisco	97,400
Pledge House, Inc.	22,000
Dolores Street Community Center	14,000
Friendship House Association of American Indians, Inc.	<u>11,000</u>
Total	\$591,555

*Funding was subsequently deleted (See Comment No. 1).

According to Mr. Ed Helfeld, SFRA Executive Director, except for a \$128,420 component of the above-listed \$200,655 to the San Francisco Housing Development Corporation and for a \$45,000 component of the above-listed \$97,500 to St. Vincent de Paul Society of San Francisco, these projects were previously approved in the 1990 CDBG Program (approved by Board of Supervisors Resolution No. 904-89). Subsequent to the approval of the 1990 Community Development Block Grant (CDBG) Program, the San Francisco Redevelopment Agency Commission decided to finance the above-listed projects (contractors) from SFRA surplus bond proceeds from tax increment bonds in lieu of using the 1990 (CDBG) Program funds.

According to Mr. Helfeld, the above listed projects have requested funding for capital improvements and public services related to the delivery of housing services to the homeless or very low-income families and individuals. A description of each project is as follows:

San Francisco Housing Development Corp. (SFHDC) - The SFHDC is a non-profit housing corporation which will provide marketing services, public relations and home ownership assistance in the Western Addition A-2 and Hunters Point Redevelopment Project areas. The marketing services would target 169 units to be built on six sites in the Bayview Hunters Point Redevelopment Project area and 550 units (50% of 1,100 total units) developed in conjunction with the Fillmore Center in the Western Addition A-2 Project area. The SFHDC will prequalify buyers to purchase homes and will provide pre-loan packaging services to assist buyers in gathering the necessary documentation to complete housing loan applications. The SFHDC will convene workshops which will assist renters in understanding the obligations and responsibilities involved in home ownership.

The proposed funding would provide for the following:

<u>Budget</u>	<u>SFRA</u>	<u>Private*</u>	<u>Total</u>
Personnel:			
Executive Director	\$40,000	\$0	\$40,000
Housing Counselor	24,000		24,000
Secretary	19,000		19,000
Fringe Benefits (20%)	16,605		16,605
	99,605	0	99,605

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Budget</u>	<u>SFRA</u>	<u>Private*</u>	<u>Total</u>
Consultant Services:			
Accounting	\$ 6,000		\$ 6,000
Financial	9,200	\$ 5,800	15,000
Marketing	20,000		20,000
Computer	2,500		2,500
Janitorial	6,000		6,000
Project Consultant	<u>0</u>	<u>15,000</u>	<u>15,000</u>
	43,700	20,800	64,500
Operating Expenses:			
Rent	9,600		9,600
Office Supplies	1,250	1,250	2,500
Equipment	14,200		14,200
Insurance	4,500		4,500
Travel	400		400
Printing and Postage	10,000		10,000
Telephone	3,000		3,000
Utilities	2,400		2,400
Workshops Cost	5,000		5,000
Advertising	7,000	3,000	10,000
Contingency	<u>0</u>	<u>5,000</u>	<u>5,000</u>
	\$ 57,350	\$ 9,250	\$ 66,600
Totals	\$200,655	\$30,050*	\$230,705

* Private funds are to be raised by SFHDC.

Baker Places, Inc. - Rehabilitation of Robertson Place, located at 921 Lincoln Way. This facility provides housing services for persons with psychiatric disorders. The facility has a 12 adult capacity in a homelike environment. Professional clinicians provide 24-hour supervision and individualized treatment with the goal of stabilizing crises and developing social and independent living skills.

The approved funding would provide for the following:

Repair sashes	\$3,500
Upgrade electrical capacity room/kitchen	3,000
Install five fire doors	3,000
Install fire wall around furnace	2,500
Repair siding and paint	13,000
Reconstruct shower, downstairs	11,000
Repair sewer	8,500
Replace heater registers in rooms	500
Architectural plans and specifications	<u>5,000</u>
Total	\$50,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Florence Crittenton Services - Rehabilitation of parent/child residential facility located at 834-850 Broderick Street. This residential program has evolved from a "maternity home" to a residential treatment center offering evaluation, counseling and education to assist young parents in their move back into the community. The educational program and infant day care programs are integral to the residential program. A Reunification/Shelter program serves infants in need of care.

The approved funding would provide for the following:

Install eleven fire doors	\$17,800
Construct counseling rooms	12,500
Reconstruct infant play room	12,500
Reconstruct group meeting space	7,500
Architectural plans and specifications	<u>3,700</u>
Total	\$54,000

Hamilton Family Center - Rehabilitation of a homeless shelter located at 1525 Waller Street. Hamilton Family Center, in the ground floor of Hamilton United Methodist Church, is the City's only emergency shelter for homeless families. The Center provides bedding, meals, showers, clothing, medical attention and social services to 65 persons nightly. Other services provided are money management, child care, vocational training and personal counseling.

The approved funding would provide for the following:

Remove walls blocking windows and install adequate ventilation	\$ 7,000
Install firewall, upgrade existing walls and staircase	10,000
Rehabilitate kitchen	8,000
Architectural and Engineering services	<u>2,500</u>
Total	\$27,500

Walden House, Inc. - Rehabilitation of a youth residential facility, located at 214 Haight Street. Walden House is a comprehensive substance abuse treatment program providing services to adults, adolescents and their families. The facility emphasizes self-help and peer support in a therapeutic community setting. Walden House is currently licensed for 45 boys and girls between the ages of 13 and 17, of which 83% have substance abuse problems and 78% are emotionally disturbed.

The approved funding would provide for the following:

Rehabilitation of roof	\$24,435
Replacement of gutter	<u>5,565</u>
Total	\$30,000

Youth Activities of the Archdiocese of San Francisco - Rehabilitation of a youth residential facility, located at 750 - 33rd Avenue. One of six San Francisco Boys' Home locations, this facility provides a 24-hour residential treatment to include food, shelter, clothing, and personal needs. Services include individual, group and family counseling, diagnostic services, family reunification, educational opportunities, community liaison, job search and work experience.

The approved funding would provide for the following:

Reconstruction of bedrooms to create one additional bedroom	\$11,000
Install new plumbing	9,000
Install new heating system	10,000
Install new windows	<u>5,000</u>
Total	\$35,000

St. Vincent de Paul Society of San Francisco - Construction of a new facility at 1745 Folsom Street. A total of \$52,400 would provide partial funding to convert existing space to an employment/rehabilitation center for the homeless. The total project cost is \$384,000. The first phase cost is \$117,000 and includes a fire sprinkler system, wheel chair accessible toilets and showers, one 20 student classroom, 3 counseling offices, one 24-person conference room adjoining one 16-person conference room with room divider, 12 case worker cubicles with moveable partition walls, a reception area and a waiting area.

The specific items approved for funding during Phase I are as follows:

Construct a 100 ft x 24 ft floor to ceiling wall with two-hour fire rating	\$13,000
Install central heating and wiring for 4,000 sq. ft.	<u>39,400</u>
Total	\$52,400

Additionally, funds totaling \$45,000 would also be provided for the public service of providing shelter and referral services for the homeless. CDBG funds for this purpose were provided in the 1989 CDBG Program, but were eliminated from the the 1990 CDBG Program. The shelter would serve 1,700 unduplicated clients, provide counseling for 640 unduplicated clients and outreach services to the homeless on the street. Therefore, a total of \$97,400 would be allocated for this project.

Pledge House, Inc. - Rehabilitation of a youth residential facility located at 75 Minerva Street. Pledge House is a non-profit residential facility providing 24-hour care and supervision for six male youngsters between the ages of 12 and 18. Pledge House serves minors who are abused, neglected, delinquent, and emotionally disturbed.

The approved funding would provide for the following:

Renovation of driveway	\$ 4,000
Relocation of central water shut off	1,000
Installation of sub-floor and flooring	4,000
Renovation of ventilation duct system	8,000
Installation of new plumbing fixture	1,800
Installation of storage cabinets in basement	2,500
Construction of stairwell	<u>700</u>
Total	\$22,000

Dolores Street Community Center - Rehabilitation of a facility serving the homeless in the Dolores Street Baptist Church at 208 Dolores Street. The facility assists low-income residents of the Mission and Castro communities.

The approved funding would provide for the following:

Replacement of leaking windows, sealing of exterior walls and ceiling repair	\$12,500
Architectural plans and specifications	<u>1,500</u>
Total	\$14,000

Friendship House Association of American Indians, Inc. - Rehabilitation of residential service facility located at 80 Julian Avenue. This agency operates and manages a 20-bed residential treatment facility. The treatment includes traditional methods as well as Indian traditions, beliefs and spirituality over a 90-day period. The facility serves the special need of American Indian alcoholics and is not duplicated in other facilities in the city.

The approved funding would provide for the following:

Replacement of tile in stall shower, repair of floor in upstairs bathroom	\$3,075
Replacement of tile in downstairs bathroom	2,025
Installation of smoke detectors	2,900
Installation of computer circuits and distribution panel	2,000
Architectural plans and specifications	<u>1,000</u>
Total	\$11,000

Comments:

1. According to Mr. Larry Del Carlo of the Mayor's Office of Community Development, modifications, as follows, have been made to the proposed subject legislation, since the legislation was originally submitted:

<u>Agency</u>	<u>Current Amount</u>	<u>Change</u>	<u>New Amount</u>
San Francisco Housing Development Corp.	\$200,655	-0-	\$200,655
Ella Hill Hutch Center	50,000	(50,000)*	-0-
Baker Places, Inc.	50,000	-0-	50,000
Florence Crittenton Services	54,000	-0-	54,000
Hamilton Family Center	27,500	-0-	27,500
Walden House, Inc.	30,000	-0-	30,000
Youth Activities of Archdiocese	35,000	-0-	35,000
St. Vincent de Paul Society	97,400	-0-	97,400
Pledge House, Inc.	22,000	-0-	22,000
Dolores Street Community Center	14,000	-0-	14,000
Friendship House Association of American Indians, Inc.	<u>11,000</u>	<u>-0-</u>	<u>11,000</u>
Totals	\$591,555	(\$50,000)	\$541,555

* According to Mr. Robert Gamble of the SFRA, the \$50,000 for the Ella Hill Hutch Center was deleted because it did not qualify as a housing affordability project per the SFRA's new housing policy.

2. Mr. Del Carlo advises that of the \$541,555 in the amended SFRA budget, a total of \$368,135 (\$541,555 less \$173,420 in new monies, of which \$128,420 is for the San Francisco Housing Development Corporation and \$45,000 is for St. Vincent de Paul) would be freed up for other CDBG projects since SFRA surplus bond fund proceeds from tax increment bonds would be used for these projects in lieu of CDBG funds.

3. Mr. Del Carlo has provided the Budget Analyst with the revised estimated funding levels for the the 1990 CDBG Program as follows:

Revised 1990 CD Entitlement Level	\$16,439,000
Revised Carry-forward funds	<u>1,134,202</u>
Amount Currently On-Hand for 1990 CD Program	\$17,573,202
1990 CD Program Previously Approved by Board of Supervisors (Resolution No. 904-89)	<u>17,485,927</u>
Remaining Funds in Contingency	\$ 87,275
SFRA Contribution from Bond Proceeds to 1990 CD Program	<u>368,135</u>
Amended CD Contingency Fund	\$ 455,410

4. Mr. Del Carlo further advises that funding levels for the 1990 CDBG Entitlement could still be subject to a further reduction of possibly 1% to 2%. The proposed increase in the CD Contingency Fund will provide additional relief for these anticipated further reductions. If any contingency funds are not needed, once the final 1990 CDBG Entitlement is known, they will be carried forward to support other CDBG project activities subject to the review and approval by the Board of Supervisors.

5. The proposed legislation should be amended by reducing the dollar amount by \$50,000 from \$591,555 to \$541,555 on Page 1, Line 17, and Page 2, Lines 12 and 16.

Recommendation: Amend the proposed resolution as identified in Comment 5 above and approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 3 and 4 - Files 97-90-5 and 101-89-70

Note: These items were continued at the March 7, 1990 Finance Committee meeting.

Department: Police Department

Items: Ordinance (File 97-90-5) to add Section 10.204 to the City's Administrative Code to establish a \$250,000 special fund to be known as the Tow Reimbursement and Disputed Claims for Towed Vehicles Revolving Fund to pay for tow charge refunds and disputed claims for towed vehicles.

Supplemental Appropriation Ordinance (File 101-89-70) to reappropriate \$140,000 for judgements and claims to replenish the \$250,000 revolving fund for the period from December 1989 through June 1990.

Amount: \$140,000

Source of Funds: City Attorney Judgments and Claims

Description: Current Administrative Code Section 10c.8-1 states that the City will pay or reimburse the cost of vehicle towing and storage charges to the uninsured owner of a stolen vehicle that is recovered and towed if the owner is a resident of San Francisco. Section 10c.1 also states that the City will pay the vehicle towing and storage charges when the owner of the vehicle can establish that the tow was faulty (i.e., not supported by applicable codes and ordinances) or the owner files an affidavit declaring indigence.

The proposed ordinance (File 97-90-5) would amend the City's Administrative Code to add Section 10.204, which would establish a special fund, entitled the Tow Reimbursement and Disputed Claims for Towed Vehicles Revolving Fund. This Fund would be used to reimburse persons for tow charges that have been determined to be erroneous. Such determinations of error would be made by an administrative officer of the Police Department.

The proposed Fund would be administered by the Police Department. Disbursements of more than \$500 would require approval by the Police Commission and the Board of Supervisors. Any unexpended balance in the proposed Fund at the end of each fiscal year would be carried forward and accumulated in the revolving fund.

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed supplemental appropriation ordinance (File 101-89-70) would reappropriate from the City Attorney's Judgment and Claims account \$140,000 of funding for the Police Department's Vehicle Tow and Storage Reimbursements.

Comments:

1. In response to the City Attorney's request, the Controller's Internal Audit Division conducted an audit of the City's Vehicle Towing and Storage Refund Requests Processing Procedures. The Controller's audit report, issued on November 21, 1989, recommended that in order to expedite the current cumbersome procedures, the Police Department should establish a separate revolving fund to handle vehicle tow reimbursements and that refund requests should be filed directly through the San Francisco Police Department's Legal Division.

2. According to data collected by the Controller's audit staff, the amount of refund payments totalled \$207,870 in fiscal year 1987-88, divided into the following five major categories:

Stolen Vehicles	\$79,347
Parking Violations (Faulty Tows)	97,905
Vehicles Pending Evidence/Investigation	21,859
Accidents	5,075
Other	<u>3,684</u>
Total	\$207,870

Although the number of tow refunds in fiscal year 1987-88 was not reported, the Controller's audit identified 3,024 tow refunds, at a total cost to the City of \$366,017 between July, 1988 and April 1989. According to Lieutenant Fred Pardella of the Police Department's Traffic Administration Office, in 1989, a total of 64,000 vehicles were towed.

3. The current procedure for reimbursing an individual for a disputed towing and storage charge, that would be changed if the proposed legislation is approved, is as follows:

- Owner of vehicle files request with the Controller's Office;
- Controller records request as a claim and forwards request to City Attorney's Office;
- City Attorney's Office recommends disposition of request and sends request to the Police Department for investigation;

BOARD OF SUPERVISORS
BUDGET ANALYST

- Police Department investigates request, determines appropriate refund amount, recommends payment of the amount and returns request to the City Attorney's Office;
- City Attorney's Office prepares a direct payment voucher, the Chief of Bureau of Claims approves the payment voucher and returns the voucher to the Police Department;
- Police Commission approves the payment request and voucher is returned to the City Attorney's Office;
- Deputy City Attorney approves as to form and entire package is forwarded to the Controller's Office;
- Controller reviews and issues a warrant to the requester and files the voucher documents.

According to the Controller's audit report, the current process, from initial request to issuing of the warrant, requires approximately three to five months.

4. According to Mr. Ray King of the City Attorney's Office, the amount of each refund is governed by the charges permitted in the contract between the City and the contracted towing company, City Tow. In fact, the towing and storage refund is usually not in dispute. Mr. King reports that under the current arrangements, the Board of Supervisors approves the budget for the City Attorney's Judgment and Claims account but does not review the individual reimbursement payments to individuals. According to Mr. King, these reimbursement requests should therefore not be treated as legal claims that require the efforts of the City Attorney's Office. The City Attorney's Office is fully supportive of the proposed ordinances.

5. Under the proposed ordinance (File 97-90-5), after determination that the tow charges were in error, the Police Department's Legal Division would be responsible for checking the refund requests and determining that the requested amount is properly supported and correct. The Police Department's Accounting Division would process each request directly through the proposed revolving fund and issue the checks. The supporting documentation would then be forwarded to the Controller's Office and the Controller's Office would review the data prior to reimbursing the proposed revolving fund for the amount of the reimbursement paid by the Police Department to the individual.

BOARD OF SUPERVISORS
BUDGET ANALYST

6. The proposed ordinance (File 97-90-5) would create a special fund to be called a revolving fund (Tow Reimbursement and Disputed Claims for Towed Vehicles Revolving Fund). A true revolving fund is administered by a department opening a checking account at a local bank with an initial deposit equal to the stated amount of the revolving fund. As checks are written by the department and the initial deposit is depleted, the revolving fund is replenished by City warrant drawn against the department's annual budget. The Controller's Office is preparing an Amendment of the Whole to create a true revolving fund, instead of a special fund, in order to effect the Police Department's intention and needs to reimburse citizens for disputed tow charges.

7. According to the proposed ordinance (File 97-90-5), the stated amount of the revolving fund would be \$250,000. The proposed supplemental appropriation ordinance (File 101-89-70) would appropriate \$140,000 to the revolving fund for the period December, 1989 through June, 1990. According to Mr. John Madden of the Controller's Office, the actual amount in the revolving fund should include only a one and a half months of funding, or approximately \$30,000 (\$20,000 per month) and not the amount of \$250,000 for an entire year.

8. In order to create a true revolving fund, the initial checking account deposit must be appropriated. Therefore, the proposed supplemental appropriation ordinance (File 101-89-70) should be amended to designate \$30,000 of the proposed supplemental appropriation of \$140,000 as the initial checking account deposit. The remaining \$110,000 balance (\$140,000 less \$30,000) would be appropriated to replenish the revolving fund for the balance of the fiscal year (three months from April through June 1990). As previously noted, the Police Department requested \$140,000 for seven months from December, 1989, through June, 1990. The \$110,000 for revolving fund replenishment would provide funding at the rate of \$20,000 per month for 5.5 months or more than sufficient for the three months remaining in fiscal year 1989-90. The Controller's Office is also preparing the necessary language to amend the proposed supplemental appropriation ordinance.

9. The proposed ordinance (File 97-90-5) and the Controller's proposed Amendment of the Whole both contain language that should be clarified. In the "Purpose" paragraph, the statement "Monies in this fund may be expended to reimburse those persons for tow charges..." should be changed to allow for payments directly to the towing or storage company. In the "Administration" paragraph, the statement "Disbursements of over \$500 must be approved by the Police Commission and the Board of Supervisors" should be changed by substituting the words "Individual claims" for the word "Disbursements".

10. It should be noted that the Controller's audit report was critical of the Police Department's tow hearing process, the lack of criteria to determine whether refunds were justified, insufficient documentation from these hearings, inadequate quarterly refund request and related accounting reports, the lack of verification of vehicle insurance coverage, payments to City Tow for charges not included in the existing City Tow contract and inadequate monitoring of the City Tow contract. According to Lieutenant Pardella, the Police Department's Traffic Division has instructed staff to more fully detail the acceptance or rejection of individual claims, has developed a form which is being used to verify insurance coverage and is working with the Purchaser's Office in monitoring the City Tow contract. Lieutenant Robinson, however, reports that the audit guidelines have not been fully administered by the Police Department. As a result, Deputy Chief Casey sent a letter to the Finance Committee requesting that these items be continued until the Police Department has fully implemented the Controller's audit recommendations.

11. It should also be noted that Mr. Phil Chin of the Parking Authority has expressed interest in the proposed ordinances on behalf of the newly formed Parking and Traffic Department. During fiscal year 1990-91, numerous staff positions and the authority for implementing various parking and traffic responsibilities of the City will be transferred to this new Parking and Traffic Department. The specific authority for the proposed tow reimbursement and claim revolving fund, although currently vested with the Police Department, may also be transferred to the Parking and Traffic Department according to Mr. Chin. The Budget Analyst notes that the Police Department should therefore coordinate with representatives from the Parking and Traffic Department in the development of criteria and procedures for implementing the proposed tow reimbursement and claim processes.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 21, 1990

Recommendation: Continue the proposed ordinances as requested by the Police Department.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 5 - File 101-89-99

Department: Police Department

Item: Supplemental Appropriation Ordinance to increase the Police Department's 1989-90 budget for uniforms.

Amount: \$801,800

Source of Funds: General Fund- General Reserve

Description: Because of projected budget deficiencies, the Police Department's 1988-89 and 1989-90 annual budgets did not include funding for uniform replacements. As a result of recent negotiations, the 1989-90 Memorandum of Understanding (MOU) between the City and the Police Officers Association has been amended to require the City to provide for replacement uniforms in fiscal year 1989-90 at a level equal to that included in the 1987-88 budget. The proposed supplemental appropriation would provide the funding necessary to purchase replacement uniforms in the same quantity as included in the 1987-88 budget. A detailed listing of the uniform items, quantities and costs, ranging from 25 hand cuff cases at a total cost of \$225 to 1,700 shoes at a total cost of \$144,500, is attached.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance to meet the requirements of the MOU with the Police Officers Association.

Estimated Uniform Costs for
Uniform Replacement 1989-90

<u>ITEM</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Amount</u>
Trousers	1,700	75	127,500
Long sleeve shirt	1,700	61	103,700
Short sleeve shirt	1,700	53	90,100
Shoes	1,700	85	144,500
Jackets	500	125	62,500
Jumpsuits	1,000	40	40,000
Raingear	500	67	33,500
Miscellaneous items*			<u>200,000</u>
Total			801,800

*Miscellaneous Uniform Items

<u>Item</u>	<u>Count</u>	<u>Price</u>	<u>Total</u>
Baseball cap	1,500	4	6,000
Boots	25	419	10,475
Breeches	100	143	14,300
CHP Enforcement Coat	500	122	61,000
Cap	200	26	5,200
Curb holder	25	9	225
Dress Coats	25	300	7,500
Dress Shirts	100	17	1,700
Emblem	200	6	1,200
Flashlight	900	3	2,700
Gloves	1,500	11	16,500
Gun belt	25	20	500
Hand cuff case	25	9	225
Jump boots	45	87	3,915
Leather Jacket	25	235	5,875
Pants belt	100	9	900
Socks	1,700	1	1,700
Speedloader clip	1,000	4	4,000
Speedloader pouch	500	10	5,000
Street directory	200	4	800
Tag holder	25	12	300
Tie	1,700	2	3,400
Whistle	500	1	500
Windbreaker	500	50	25,000
Sales tax			12,525
Alterations	2,100	5	<u>10,500</u>
Total			201,940
Rounded To:			200,000

Item 6 - File 101-89-101

Department: Department of Public Works (DPW),
Bureau of Architecture

Item: Ordinance appropriating funds for various capital improvements.

Amount: \$1,572,834

Source of Funds: Proceeds from the 1989 Proposition A General Obligation Earthquake Safety Bond Funds.

Description: The Department of Public Works is proposing to initiate the voter-approved Proposition A Earthquake Safety Bond funds from the November 1989 ballot. San Francisco voters approved \$59.7 million in General Obligation Bond funds for the acquisition, construction and reconstruction of various municipal improvements. These improvements include reducing earthquake hazards, removal of asbestos, rehabilitation of City buildings, providing access for the disabled and related assessment programs.

According to Mr. Mark Primeau, the Project Manager for the DPW's Earthquake Safety Program, the proposed \$332.4 million bond measure that is on the June, 1990 ballot in San Francisco will enable the DPW to continue the efforts initiated under the 1989 Phase I Earthquake Safety Bond measure.

Specifically, DPW proposes allocating the \$1,572,834 supplemental appropriation for the following tasks and services:

<u>DPW Project Management</u>	\$204,990
Fire Department	\$163,990
Academy of Sciences	16,400
Fine Arts Museum	8,200
Asian Art Museum	8,200
Laguna Honda Hospital	8,200

BOARD OF SUPERVISORS
BUDGET ANALYST

DPW's Bureau of Architecture proposes providing overall project management to each of these five City departments, including planning, project organization and identification of priorities in developing the overall work scope program and schedule. DPW anticipates employing five positions (three FTEs) for approximately eight months to complete this work, including one Project Manager (.5 FTE), one 5268 Architect (.75 FTE), one 5266 Associate Architect II (1 FTE), one 5265 Associate Architect I (.5 FTE) and one 1446 Clerk (.25 FTE).

RFQ Preparation \$26,344

Fire Department	\$5,270
Academy of Sciences	5,270
Fine Arts Museum	5,268
Asian Art Museum	5,268
Laguna Honda Hospital	5,268

DPW's Bureau of Architecture will prepare a Request for Qualifications (RFQ) for architectural and engineering services to assist in preparing the plans and specifications and to perform seismic analysis and further evaluations on the various Earthquake Safety Bond projects. The RFQ process includes preparation of the RFQ, advertising, review of the proposals, evaluation and ranking of the proposals, oral interviews, contract negotiations and contract administration. DPW anticipates the RFQ process will require approximately ten weeks and require the assistance from the City Architect, Project Manager, Architect and clerical support. An interview panel comprised of three members of the Bureau of Architecture and three outside consultants would be used to review and evaluate the proposals.

Prelim. Architectural/Engineering Services \$480,000

Fire Department	\$256,000
Academy of Sciences	25,600
Fine Arts Museum	12,800
Asian Art Museum	112,800
Laguna Honda Hospital	72,800

BOARD OF SUPERVISORS
BUDGET ANALYST

DPW's Bureau of Architecture and contractual architectural and engineering firms will prepare programmatic studies, estimates of cost, schematic plans and specifications for selected Fire Department capital improvement projects, two California Academy of Sciences projects, one project at the Palace of the Legion of Honor, one project at the existing Main Library site for the Asian Art Museum, including a \$25,000 asbestos survey and a \$75,000 seismic and facade integrity study and one project at Laguna Honda Hospital.

Planning and Assessment \$88,000

DPW will continue to inspect, identify and evaluate conditions in City buildings for seismic, asbestos, disability access and code deficiencies. According to Mr. George White of DPW, the proposed \$88,000 would provide the initial funds to investigate the two highest priority projects at 450 McAllister Street and the Asian Art Museum. Approximately \$50,000 would be used for consultant contracts and the remaining \$38,000 would be used to fund DPW's existing staff work related to these efforts.

Financial and Legal \$160,000

City Attorney	\$60,000
Controller	100,000

The City Attorney will contract with bond counsel to prepare the required legal documents for the first sale of the earthquake safety bonds. The estimated \$60,000 includes the cost for the contract and the miscellaneous expenses, such as printing, mailing, computer time and telephone charges.

The Controller will contract for financial consultant services to structure the bond issue, including determining the amount of principal and interest due relative to market interest rates, preparation and distribution of the initial statement on the issuance and verification of the bids submitted. Of the proposed \$100,000, \$45,000 would be for the financial consultant contract and \$10,000 would be for related contractual expenses, for a total of \$55,000. An additional \$30,000 would be expended for the two rating agencies (i.e., Standard and Poors - \$15,000 and Moodys - \$15,000) and an additional \$15,000 would be spent for printing of the official statement and the notice of sale on the bonds.

Hazard Mitigation and Earthquake Repairs \$613,500

Fire Department	\$363,500
DPW	250,000

According to DPW, Fire Department Station #1 includes a three-story and two-story concrete skywalk which is in danger of potential collapse as a result of the October, 1989 earthquake. Proposed corrective work includes architectural, engineering, construction management, and inspection for the demolition and removal of the skywalks and patching of the adjacent areas for an estimated total cost of \$363,500.

Additionally, DPW proposes to establish a \$250,000 working capital fund for the Bureau of Architecture to prepare documents, award contracts and manage construction repair work on City buildings and facilities that were damaged by the October, 1989 earthquake. This working capital fund would be reimbursed as claims are submitted to and approved by the Federal Emergency Management Agency (FEMA) for all eligible costs, which include design, construction, disruption, inspection and permit fees.

Total	\$1,572,834
-------	-------------

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. In accordance with the Administrative Provision of the Annual Appropriation Ordinance, the proposed supplemental appropriation would enable DPW to borrow \$1,572,834 from the City's Cash Reserve Fund to finance the issuance of the Earthquake Safety Bonds, hire staff to coordinate the overall management of the Bond projects, prepare the RFQs, conduct the preliminary architectural and engineering work and begin some of the initial repairs. This work is required, in part, to facilitate the first bond sale, which is currently estimated at \$20.5 million, of the total \$59.7 million in previously approved bonds. The initial bond sale proceeds, which the City expects to receive in May of 1990, would be used to fund the various projects for approximately two to three years. Proceeds from the initial bond sale would also be used to reimburse the City's Cash Reserve Fund for the \$1,572,834, plus interest for the portion of the funds expended, which is being requested under this proposed ordinance.

2. To expedite DPW in undertaking the architectural, engineering and construction work and arranging for the contracts on behalf of the five other City departments, the proposed supplemental appropriation of funds would be made available to DPW directly. In the past, although DPW was responsible for performing the work, the funds were generally made available to the department for which the work was being performed (i.e., Fire Department, Academy of Sciences, Fine Arts Museum, Asian Art Museum and Laguna Honda Hospital). These departments would then work order the funds back to the DPW to conduct the specific work requested. However, according to Mr. Primeau, this often results in delays of up to three months. To enable the funds to be made immediately available to DPW and therefore expedite the work, the Fire Commission, the Board of Trustees of the California Academy of Sciences, the Board of Trustees of the Fine Arts Museum, the Asian Art Commission and the Health Commission have adopted individual resolutions authorizing DPW to request the necessary supplemental appropriation of funds from the 1989 Earthquake Safety Bond Fund. However, each of these resolutions require DPW to coordinate the use of the funds and the work with each of the respective departments since the accounting of the funds for the proposed supplemental remains in the individual City departments.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. In accordance with Section 3.010 of the City's Administrative Code, the Capital Improvement Advisory Committee (CIAC) reviewed the request for supplemental appropriation to initiate the 1989 Earthquake Safety Program and has determined that the proposed supplemental is in accordance with the bond program as approved by the electorate and is consistent with the City's Six-Year Capital Expenditure Plan.

4. According to Mr. Mark Primeau, DPW's Project Manager for the Earthquake Safety Program, of the five requested staffing assignments (three FTEs) to conduct DPW's Project Control, two positions are currently filled within DPW, and three other vacant positions would be filled. The two existing positions include the Project Manager and the Associate Architect II. The three vacant positions include one 5268 Architect, one 5265 Associate Architect and one 1446 Clerk.

5. Mr. Primeau reports that of the \$480,000 Preliminary Architectural and Engineering Services that would be conducted by DPW and contractual architectural and engineering firms, only one project has been specified. The proposed \$72,800 work on Laguna Honda will include \$54,800 of in-house DPW architectural and engineering services to prepare the design documents for the structural anchoring of equipment in the hospital's boiler room for seismic safety and an additional \$18,000 for the State permit fees. According to Mr. Primeau, none of the Laguna Honda Hospital work will be contracted out and will be provided by existing DPW staff. The \$407,200 remainder of the Preliminary Architectural and Engineering Services (\$480,000 less \$72,800) should be placed on reserve pending the identification of the details on the work to be conducted that would be determined during the DPW Project Control and the RFQ Preparation processes including the determination of the hourly rates and the status of the MBE/WBE consultants.

6. Mr. George White of DPW reports that approximately \$50,000 of the proposed \$88,000 for Planning and Assessment studies would be needed for outside consulting contracts. However, to date, DPW has not selected the consultants or received any bids for this work. As a result, the hourly rates and MBE/WBE representation on these contracts cannot be identified at this time. The Budget Analyst therefore recommends that the \$50,000 for consultant contracts for Planning and Assessment be placed on reserve pending the identification of the contractors, the hourly rates and the MBE/WBE components.

7. Mr. Peter Miller of the CAO's Office reports that the City Attorney has selected Arnelle and Hastie, a Minority Business Enterprise (MBE) as the bond counsel for the initial earthquake safety bond sale. According to Mr. Miller, based on a RFP process, a joint venture contract of Public Financial Management Inc. and Charles A. Bell Securities (MBE) were selected as the financial consultants for the proposed initial issuance of the Earthquake Safety bonds. Charles A. Bell Securities (MBE) will receive approximately 35 percent of the total financial consultant contract.

8. According to Mr. Miller, it is intended that in addition to the initial \$20.5 million 1989 Earthquake Safety bond sale of the total of \$59.7 in previously approved bonds, another approximately \$6.5 million of previously authorized Library bonds, will be issued at the same time, for a total of approximately \$27 million of bonds. Mr. Miller reports that issuance of multiple bonds at the same time is a more cost effective means of financing these needed bonds. Mr. Dave Fong of the Controller's Office reports that the cost to issue the Public Library bonds will be separated from the costs to issue the Earthquake Safety bonds for accounting purposes and that each of the bonds will incur the appropriate pro rata share of the total \$100,000 for the Controller's financial costs.

9. The \$363,500 Hazard Mitigation and Earthquake Repairs proposed for the Fire Department includes an estimated \$25,960 of design fees for DPW's Bureau of Architecture, \$6,550 for the necessary permit fees, \$324,500 for construction contracts and \$6,490 for the construction management fees for DPW. However, these estimates may change as the design and preliminary architectural and engineering work is completed. While the Budget Analyst would normally recommend placing the \$324,500 for the construction contracts and the \$6,490 for the construction management fees on reserve, because the Department states that this is a dangerous situation, the Department is requesting that no reserve be placed on these funds.

10. The proposed \$250,000 working capital fund is estimated to include approximately 20 percent of the funds, or \$50,000 for DPW staff to prepare the necessary preliminary design work and related bid documents. Mr. Primeau reports that this work will be conducted by existing DPW staff. The remaining \$200,000 is projected to be used for construction contracts, that will be competitively bid. Mr. Primeau reports that this proposed working capital fund is included in this supplemental to enable DPW to immediately start work on the numerous City buildings and facilities that incurred damage during the October 17, 1989 earthquake that are under the \$37,500 limit established by FEMA. According to Mr. Primeau, FEMA has established an 18-month timeframe for completion of the necessary design, repair and construction work on those facilities where the cost is less than \$37,500. Eighteen months from the October 17, 1989 earthquake is approximately mid-April 1991. FEMA reimbursement will be based on the actual bid prices and invoices obtained to complete this work.

Recommendation:

Approve the proposed \$1,572,834 supplemental appropriation, release \$1,115,634 of these funds and reserve the remaining \$457,200 based on Comments 5 and 6 discussed above.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 7 and 8 - Files 101-89-102 and 102-89-40

Department: Sheriff

Items: Supplemental Appropriation Ordinance (File 101-89-102) to fund four new positions, uniforms and equipment.

Ordinance to amend the 1989-90 Annual Salary Ordinance (File 102-89-40) to create five new positions (one new position would not be funded in the Sheriff's budget in 1989-90 as explained below).

Amount: \$64,850

Source of Funds: General Fund - General Reserve

Description: The proposed ordinance to amend the 1989-90 Annual Salary Ordinance (File 102-89-40) would create five new positions, to be classified at a future Civil Service Commission meeting, as follows:

<u>Positions</u>	<u>Classification</u>	<u>Assignment</u>	<u>Biweekly Salary Range</u>	<u>Top Step Annual Salary</u>
2	8304-Deputy Sheriff	Out of County Transportation Unit	\$1,185-\$1,436	\$37,336
2	8304-Deputy Sheriff	Vocational Horticulture	\$1,185-1,436	\$37,336
1	8308-Sheriff's Sergeant	SANJIS Coordinator	\$1,443-1,748	\$45,448
<u>5</u>				

The proposed supplemental appropriation ordinance (File 101-89-102) would fund the four new Deputy Sheriff positions (the Sheriff's Sergeant position would not be funded, as detailed below) from April 12, through June 30, 1990, uniforms for the new positions, and equipment, as follows:

Permanent Salaries - Uniform	\$27,346
Mandatory Fringe Benefits	2,104
Uniforms	10,000
Equipment Purchase	<u>25,400</u>
Total	\$64,850

Out of County Transportation Unit

In May, 1989 the Sheriff assumed the transportation duties of the Police Department's Central Warrant Bureau. Two deputies, from Jail #1, Sixth floor at the Hall of Justice, have been "borrowed" to staff the van, that is, used to transfer prisoners between San Francisco and other county jails. Unlike the Police Officers that formerly operated the transportation system, under the Consent Decree, the deputies are empowered to cite and release certain misdemeanor prisoners arrested in other counties on San Francisco warrants rather than transport those prisoners to San Francisco. Issuing citations and then releasing these prisoners in the other counties helps to reduce the San Francisco jail populations.

According to Lieutenant Jan Dempsey of the Sheriff's Office, the Consent Decree monitor has criticized "borrowing", two deputies from Jail #1 to staff the transportation van. Therefore, the Sheriff's Office is requesting two new deputy positions to staff the transportation van.

Vocational Horticulture Program

In order to reduce recidivism (and the corresponding increase in jail populations), the Sheriff's Vocational Horticulture Unit provides training in horticulture professions to some prisoners serving misdemeanor sentences for one to six months. Civilian horticulture professionals volunteer their time to instruct between 30 and 60 inmates in horticulture activities. Security of the inmates must be provided by Deputy Sheriffs. In addition to training inmates in a new profession, the vocational horticulture program also produces vegetables for various organizations that provide meals to the homeless and seedling trees to the Recreation and Park Department.

Lower misdemeanor inmate jail populations in the past has allowed regular jail security staff deputies to leave the jails in order to accompany the inmates participating in the vocational horticulture program. With increases in jail populations, all security staff deputies are needed at the jails and these deputies can no longer serve as security deputies for the vocational horticulture program. Therefore, two deputy positions are requested to provide security for the vocational horticulture program. Security in open spaces requires a ratio of approximately one deputy for every 25 inmates, according to Lt. Dempsey. Presently, one deputy at a time is borrowed from jail security staff to provide security for the vocational horticulture program serving 30 to 60 inmates.

SANJIS Coordinator

The Municipal Court has been planning a new San Francisco Justice Information System (SANJIS) to replace the current Court Management System (CMS) for several years. The Electronic Information Processing Steering Committee (EIPSC) selected the Sheriff's Office to coordinate the SANJIS development. A Sheriff's Sergeant has been involved with SANJIS planning in the past on a part-time basis along with regular (non-SANJIS) duties. However, coordinating development and implementation of SANJIS would be a full-time job. The proposed new Sheriff's Sergeant position would take over the existing Sheriff's Sergeant's regular duties, thereby freeing up the existing Sheriff's Sergeant to work full-time on SANJIS Coordinator duties.

However, the proposed new Sheriff's Sergeant position would not be funded in the Sheriff's Office budget. Instead funding (and filling) the proposed new position would be subject to the Municipal Court work ordering the necessary funding from its budget.

Uniforms

Four sets of uniforms are required for the four proposed new Deputy Sheriff positions. Each set costs \$2,500 for a total of \$10,000.

Equipment

Sewage Grinder (\$24,000) - Currently at the San Bruno Jail's sewage plant, larger chunks of domestic and kitchen waste materials are raked off the liquid sewage and are sealed in containers for pickup by regular garbage collection services for deposit into land fill sites (liquid sewage is processed in the normal manner). Because landfill is not the appropriate depository for raw sewage and, according to Lt. Dempsey, may be a violation of regulations on the disposal of hazardous materials, the Sheriff's Office proposes installing a sewage grinding machine at the San Bruno Jail sewage treatment plant to grind up the larger chunks of sewage in order to process them as regular liquid sewage.

Laminating Machine (\$1,400) - The Sheriff's Office Background Unit takes fingerprints and photographs of all new City employees and makes jail clearance badges for persons requiring access to the City's jails. The laminating machine, which is used to make these badges, broke down in December, 1989, and again in January, 1990. That laminating machine's manufacturer is no longer in business and repair technicians advise that the cost to repair the laminating machine would exceed the \$1,400 cost to purchase a new machine.

Recommendation: Approve the proposed Ordinance to amend the Annual Salary Ordinance (File 102-89-40) and the proposed Supplemental Appropriation Ordinance (File 101-89-102).

Item 9 -File 101-89-103

Department: Department of Public Works (DPW)
Clean Water Program (CWP)

Item: Release a Reserve

Amount: \$75,000

Source of Funds: 1976 Sewer Revenue Bond Funds

Description: The Richmond Transport Project is a combination of underground retention facilities to store excess wet-weather flow, and enlarged interceptor sewers to convey additional flow to the recently completed Westside Transport for subsequent treatment at the new Oceanside Water Pollution Control Plant. The current planning phase consists of the completion of the facilities plan, including an Environmental Impact Report (EIR), in accordance with requirements of the Federal Environmental Protection Agency (EPA). Under the plan, the Regional Water Quality Control Board (RWQCB) has mandated the control of all Combined Sewer Overflows (CSO) from the Richmond District at Baker Beach from an average of 40 overflows per year to eight overflows per year.

In 1988, the RWQCB revised its Cease and Desist Order to establish a new compliance schedule for the Richmond Transport Project as follows:

Complete Environmental Review	12/89
Complete Design	5/91
Start Construction	8/92
Complete Construction	9/94
Full Compliance with Overflow Requirements	9/94

In compliance with this schedule, the City Planning Department published a Draft Environmental Impact Report (EIR) in June 1989 which discussed four alternatives for meeting the RWQCB's requirements. The Draft EIR was prepared by Orion Environmental Associates (WBE) with technical assistance from Hydroconsult Engineering (hydrology analysis) and Dames & Moore (geo-technical analysis).

As the result of hearings on the Draft EIR, the City Planning Commission decided that the City Planning Department should include an in-depth analysis of a fifth alternative to the project design, a large underground

BOARD OF SUPERVISORS
BUDGET ANALYST

sewage collection/transport box and pump station within the Presidio.

Additional funds needed to complete the environmental review and planning phase (fifth alternative design) of the Richmond Transport Project are as follows:

City Staff Costs:

Clean Water Program Staff (CWP)

Project Management	\$37,600	
Engineering	<u>56,400</u>	
Subtotal		94,000

Department of City Planning (DCP)	<u>29,000</u>	
		<u>29,000</u>
Subtotal		\$123,000

Consultants:

Environmental Impact Report - (Orion Environmental Assoc. - WBE)	51,000	
Hydrology Analysis - (Hydroconsult Engineering)	21,000	
Geo-technical Analysis - (Dames & Moore)	<u>37,800</u>	
		109,800

Other Costs:

Printing	28,200	
Contingency (10% of Total)	<u>29,000</u>	
		<u>57,200</u>
Total		\$290,000

Less: Previously approved funds (File 101-89-84)	<u>215,000</u>
---	----------------

Balance needed (Subject of this Release of Reserve)	\$75,000
--	----------

The proposed consultant costs reflect contract amendments to existing consultant contractors who are currently working on the Richmond Transport Project.

Completion of the facility planning process is expected to be delayed approximately four months from January to May, 1990 as a result of the change in scope of the environmental review. Because CWP has not completed the EIR by December 1989 as required by the RWQCB, the City may be

BOARD OF SUPERVISORS
BUDGET ANALYST

required to pay a penalty for delaying a compliance schedule set forth in a RWQCB Cease and Desist Order. Ms. Michelle Pla of CWP advises that the Clean Water Act provides for penalties of \$25,000 per day for non-compliance of Cease and Desist Orders, which could be assessed by the RWQCB or as the result of litigation initiated by the public.

Comments:

1. The proposed release of the reserve of \$75,000 is companion legislation to the previously approved funds of \$215,000. The proposed release of \$75,000 was previously reserved in conjunction with the passage of Ordinance No. 23-76 in January of 1986, which appropriated \$800,000 for the planning of the Richmond Transport Project. An amount of \$725,000 was released at that time because \$75,000 was identified as possible duplicate services.

2. According to Ms. Pla of the CWP, the City has requested a revision of the compliance schedule so that the provisions of the Cease and Desist Order can be met by the City. Ms. Pla advises that the RWQCB has assured the City that its request for an amended schedule will be approved.

Recommendation:

Approve the release of the reserved funds.

Item 10 - File 27-90-5

Department: Airports Commission

Item: A proposed ordinance approving the "Agreement for Operator Assisted Long Distance Service for Pacific Bell Pay Telephones" between AT&T and the City of San Francisco, acting by and through its Airports Commission.

Description: The proposed ordinance would approve an agreement between AT&T and the Airports Commission for operator assisted service for approximately 550 Pacific Bell public pay phones located at the Airport. If the proposed agreement is approved, AT&T would be the long distance carrier to whom calls automatically would be referred.

The proposed agreement would be for a two year period beginning April 1, 1990 and expiring March 31, 1992, with a one year option. AT&T would pay the Airport \$.03934 per passenger utilizing the Airport for each year of the agreement, including the option year. Based on a projected passenger volume of 33.13 million for the 1990-1991 Fiscal Year the Airport would receive approximately \$1.3 million. Based on the same number of passengers at the Airport for each year of the proposed agreement, including the option year, the total revenues to the Airport from AT&T would be \$3.9 million over three years.

Comments: 1. AT&T holds the current agreement with the Airport for operator assisted service for the Pacific Bell public pay telephones. That one year agreement is due to expire March 31, 1990. Under the terms of that agreement, AT&T pays the Airport 12 percent of its gross revenues realized from providing operator assisted service for the Pacific Bell public pay telephones. For the 12 month period ending March 31, 1989, AT&T will have paid the Airport \$393,000 on total gross revenues of approximately \$3,275,000 as opposed to the projected revenues under the proposed agreement of \$1.3 million annually.

2. For the proposed agreement, the Airport requested proposals from long distance carriers based on two payment options. One option would require the company to pay a percentage of gross revenues (similar to the current agreement with AT&T) and the other option would require the company to pay a charge for each passenger using the Airport. The Airport received four proposals from long distance carriers as follows:

<u>Carrier</u>	<u>Percentage of Gross Revenues</u>	<u>Per Passenger Fee</u>
AT&T	25	\$.03934
Comsystems	22	---*
MCI	24	.023
Sprint	18.75	.017

* Comsystems did not submit a proposal for this option.

3. The Airport picked AT&T for the proposed agreement because it was the proposal that offered the highest fee and, according to the Airport the most qualified services. The Airport selected the per passenger fee option because it would simplify the Airport's administrative procedures for verifying the amount owed to the Airport under the agreement by eliminating the need for the Airport to audit the long distance carrier's gross receipts records.

4. The Human Rights Commission has approved AT&T's affirmative action employee workforce plan.

5. Ms. Angela Gittens of the Airport reports that the Airport will be introducing an amendment of the whole for the proposed legislation, which would change the legislation from an ordinance to a resolution. Under Section 3.502 of the Charter, contracts having anticipated revenue of \$1 million or more are subject to approval, by resolution, of the Board of Supervisors. Ms. Gittens states that the amendment will be to simply put the agreement into an appropriate resolution form and that there would be no changes in the proposed agreement with AT&T.

Recommendation: Approve the amendment of the whole changing the proposed agreement from an ordinance to a resolution, and approve as amended.

Item 11 - File 25-90-1

The attached reports of the Controller relate to the proposed resolution concurring with the Controller's certification of costs required by Charter Section 8.300-1 (Proposition J) that Budget Analyst services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

City and County of San Francisco

Office of Controller



February 21, 1990

Honorable Board of Supervisors
City and County of San Francisco
Room 235, City Hall
San Francisco, California 94102

Attention: John L. Taylor
Clerk of the Board

Re: Contracting for Budget Analyst Services

Dear Mr. Taylor:

The cost information and supplementary data provided by your office on the proposed contract for Budget Analyst Services have been reviewed by my staff.

If the services are performed by the contractor at the proposed contract price, it would appear that the services can practically be performed at a lower cost than if the work were performed by City employees at presently budgeted levels. A statement of projected costs and estimated savings for the year commencing July 1, 1990 is attached for your review.

The requirements of Charter Section 8.300-1 relative to the Controller's finding that work can practically be performed by contract for the year 1990-91 have been satisfied. To complete the requirements of the Charter, it will be necessary for your department to secure approval by resolution of the Board of Supervisors before formal contract documents for an annual period can be certified by my office.

Very truly yours,

Samuel D. Yockey
Samuel D. Yockey
Controller

RY:ac(85GEN82)

Enclosure

cc: Maggie Jacobsen
Employee Relations
Harvey Rose, Budget Analyst
c/o Board of Supervisors ✓
Marvin Geistlinger
Purchaser

Board of Supervisors
Budget Analyst Services
Comparative Costs of City and Contractual Services
1990-91City Services

Personnel salaries	\$ 964,124	
Employee benefits	<u>242,803</u>	
		\$1,206,927
Other expenses		
Office rent	\$34,650	
Contractual services	24,932	
Word processing equipment and supplies	10,327	
Materials and supplies	2,484	
Overtime	2,410	
Word processing operator premium pay	<u>1,133</u>	
		<u>75,936</u>
Total estimated cost of City services		\$1,282,863

Contractual Services

Harvey M. Rose Accountancy Corp.	<u>1,102,153</u>
Estimated savings	<u>\$ 180,710</u>

Note: Personnel costs are based on an eighteen (18) person staff at the 5th step.

RY:ac(85GEN83)

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment Board of Supervisors For Time Period FY 90/91Contract Services Budget Analyst

- 1) Who performed services prior to contracting out?

Bureau of the Budget

- 2) Number of City employees laid off as result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

Two were transferred to other City departments; balance resigned in order to be hired by the contractor.

- 4) What percent of a City employee's time is spent on services to be contracted out?

All Bureau of the Budget positions were full-time

- 5) How long have the services been contracted out?

11 years, since January 1, 1979.

- 6) What was the first fiscal year for a Proposition J Certification?

FY 1978-79

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contract services are consistent with the Board of Supervisors Department MBE/WBE Action Plan.

John Taylor

Department Representative

Telephone: 554-5184

Item 12 - File 28-90-5

Department: Department of Public Works (DPW)

Item: Emergency Resolution. Section 6.30 of the Administrative Code states that approval by the Board of Supervisors is to be obtained for emergency expenditures in excess of \$25,000.

Amount: \$5,728,000

Source of Funds: Previously Approved Federal Highway Emergency Relief Grant Funds

Description: In November of 1989, the Board of Supervisors approved a \$5,728,000 Federal grant for repairs to certain Federal Aid Urban (FAU) streets in San Francisco that had been damaged by the earthquake of October 17, 1989 (File 148-89-6). The Federal emergency relief funds for FAU streets will fund all eligible costs to repair the damaged streets, provided the repair work is completed within six months after the disaster condition ceases.

The proposed resolution would authorize the DPW to use emergency contract procedures to repair the earthquake-damaged streets, as permitted under Section 6.30 of the Administrative Code. According to Mr. Richard Evans, Director of DPW, the DPW has identified six earthquake-damaged locations which present hazards to the health, safety and welfare of the citizens of San Francisco, and which are eligible for Federal emergency relief funds.

Contract Procedure: Mr. Evans reports that each of the six contracts were advertised, competitively bid, and reviewed by the Human Rights Commission before the awards were issued. The number of firms submitting bids and the date the bids were received, is as follows:

	<u>Project No. and Description</u>	<u>No. Bids Submitted</u>	<u>Date Bids Received</u>
(a)	6027Q Divisadero St., Chestnut St. to Marina Blvd., Pavement Renovation FA-1, Emergency Relief Work	10	1/10/90
(b)	6033Q Marina Blvd., Baker St. to Laguna St., Pavement Renovation FA-2, Emergency Relief Work	9	12/22/89

BOARD OF SUPERVISORS
BUDGET ANALYST

	<u>Project No. and Description</u>	<u>No. Bids Submitted</u>	<u>Date Bids Received</u>
(c)	6025Q Cervantes Blvd., Marina Blvd. to Fillmore St. and Bay St., Fillmore St. to Laguna St., Pavement Renovation, FA-3, Emergency Relief Work	8	1/31/90
(d)	6029Q Various Locations, Pavement Renovation, FA-4, Emergency Relief Work	8	1/19/90
(e)	6030Q Various Locations, Pavement Renovation, FA-5, Emergency Relief Work	7	1/24/90
(f)	6049Q Various Locations, Pavement Renovation, FA-6, Emergency Relief Work	6	2/14/90

**Contract Award
and Estimated
Completion**

Dates: According to Mr. James Chia of DPW, the contracts were awarded to the lowest qualified bidder. Mr. Chia reports that bid preferences for minority, women and local businesses do not apply to these projects, in accordance with the grant requirements. The contractors receiving the awards, their MBE/WBE/LBE status, low bid, project start dates and estimated completion dates, is as follows:

<u>Project Number</u>	<u>Awarded Contractor</u>	<u>MBE/ WBE/LBE</u>	<u>Low Bid</u>	<u>Start Date</u>	<u>Estimated Completion</u>
6027Q	Golden Bay Construction, Inc.	No	\$467,067 *	2/1/90	3/25/90
6033Q	Ghilotti Bros., Inc.	LBE	239,690	1/9/90	3/9/90
6025Q	Fisk-Firenze-McLean, Inc.	No	487,561	2/26/90	5/6/90
6029Q	Dalton Construction	LBE	792,007	2/7/90	4/19/90
6030Q	Dalton Construction	LBE	966,693	2/7/90	4/9/90
6049Q	Fisk-Firenze-McLean, Inc.	No	<u>465,112</u>	3/5/90	4/4/90
Total Costs			\$3,418,130		

* Lowest bidding contractor withdrew its bid. Awarded contractor is second lowest bidder.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. The resolution to apply for, accept and expend the grant funds (File 148-89-6) included cost estimates for 24 sites eligible for Federal assistance totalling \$5,728,000. The DPW has now combined the 24 locations to be repaired into six contract projects, and has submitted a revised estimate of costs eligible for Federal assistance, as follows:

Contractual Services	\$3,418,130
DPW Contract Management,	
Design & Engineering	517,870
Allowance for Unforeseen Damages	<u>393,000</u>
Total Costs Eligible for Federal Assistance	\$4,329,000

2. According to Mr. Chia, the Federal Highway Administration will be billed directly for the eligible repair costs, and therefore will be paying an estimated amount of \$4,329,000 for the actual eligible costs of the six projects. Ineligible costs, estimated at \$680,000, would be funded by 1987 Street Repair Bond Fund monies previously approved by the Board of Supervisors (File 101-89-21.1).

Recommendation: Approve the proposed resolution.

Item 13 - File 28-90-6

Department: Airports Commission

Item: Emergency Resolution. Section 6.30 of the Administrative Code states that approval by the Board of Supervisors is to be obtained for emergency expenditures in excess of \$25,000.

Amount: \$425,000

Source of Funds: 1982 Series C Airport Revenue Bonds

Description: The Airports Commission has determined that an emergency has occurred due to a failure of a cable in one of the two electrical cable systems securing critical loads along the perimeter of the Airport. An emergency was declared by the Airports Commission on January 29, 1990. This failed cable (12NANB-1) needed to be replaced immediately to secure a backup power source.

Contract Procedure: The Airport reports that due to the urgent nature of the required repairs to the electrical cable and the inability of Airport Civil Service maintenance staff to accomplish the needed repairs, an expedited contracting procedure was used as is permitted under Section 6.30 of the Administrative Code. Under such authority, competitive bidding procedures, through formalized newspaper advertising, need not be utilized. Consequently, Barri Electric Company was awarded the contract for repairs to the electrical cable on a sole source basis because this firm has done prior electrical work at the Airport.

Contract Award Date: January 31, 1990

Comments:

1. Ms. Angela Gittens of the Airport reports that Barri Electric Company will have finished replacing the electrical cable in the near future. Although the project is not yet finished and Barri Electric Company has not billed the Airport for the final project cost, Ms. Gittens states that the \$425,000 proposed emergency contract resolution is still the estimated cost of the project.
2. Ms Gittens reports that Barri Electric Company is a Minority Business Enterprise (MBE) firm.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 14 - File 95-90-1

1. The proposed resolution would order the annual audit of the Controller's books, including internal controls, for the fiscal year ending June 30, 1990 (fiscal year 1989-90). The resolution would also authorize the final one year extension of a total five-year contract with the consortium of Peat Marwick Main and Co., Williams, Adley and Company and Associated Asian Certified Public Accounting (CPA) firms, at a fee not to exceed \$169,000.

2. Under Charter Section 3.305, the Board of Supervisors is required to order an annual audit of the Controller's books. The proposed resolution would fulfill the requirements of Charter Section 3.305 and provide authorization to the Controller to continue the contract for this annual audit.

3. Under Sections 10.4-10.4-3 of the San Francisco Administrative Code, the City's Audit Advisory Committee recommends the selection of an independent auditor to perform these audits. This Committee has five members consisting of one representative each appointed by the Mayor, the President of the Board of Supervisors and the Controller and two public members nominated by the Mayor and approved by the Controller and the Board of Supervisors. Funding for the contract with the proposed CPA consortium, which would be authorized if this resolution were approved, is based on the recommendation of the Audit Advisory Committee. This is the tenth year that a consortium of Peat Marwick Main and Co. and other firms has been recommended to conduct the annual audit of the Controller's books, and the second and final of two one-year renewal options on a three-year audit contract awarded as a result of a Request for Proposal process conducted in January, 1986.

Comments

1. Funds amounting to \$169,000 have been requested in the 1990-91 budget of the Board of Supervisors to pay for the 1989-90 audit fees. The fee amount of \$169,000 is the same amount paid in the prior two fiscal years. This audit would include a review of the internal controls of all City departments.

2. Although not included under this proposed resolution, Mr. John Guthrie of the Controller's Office advises that the same consortium of Peat Marwick Main and Co., et. al., would also be selected under the Controller's authority, pursuant to Charter Section 3.302, to perform separate departmental audits for the fiscal year ending June 30, 1989 of the City Employee's Retirement System, San Francisco General Hospital, the Clean Water Program, the Comprehensive Annual Financial Report (CAFR) in the Controller's Office, the Health Service System, Laguna Honda Hospital and the single audit as prescribed by the U.S. General Accounting Office's Auditing and Financial Reporting guidelines. The total cost of these additional audits for fiscal year 1989-90 would be \$318,000, the same amount as for the 1988-89 and 1987-88 audits. These audits are in addition to the \$169,000 audit of the Controller's books to be authorized under this proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Also, not included under this proposed resolution are the 1989-90 audits of the Municipal Railway, the Water Department including the special audit (required under the terms of the Suburban Purchaser's Water Rate Agreement) and the Hetch Hetchy Project which are to be awarded to the same joint venture of Peat Marwick Main and Co., et.al. at a cost of \$260,170, the same amount as the 1988-89 audits. Further, the 1989-90 audits of the City's Port and Airport will be conducted by the joint venture of Hood and Strong and Morris Davis and Company at a cost of \$113,000, representing a \$10,000 or 9.7 percent increase over the fiscal year 1988-89 cost of \$103,000.

4. A summary of the audits to be awarded and the proposed fees for fiscal year 1989-90 compared with the 1988-89 data is as follows:

<u>Audit</u>	<u>Audit Firm</u>	<u>Amount</u>		<u>Increase (Decrease)</u>
		<u>FY 1988-89</u>	<u>FY 1989-90</u>	
Controller's Books	Peat Marwick, et. al.	<u>\$169,000</u>	<u>\$169,000*</u>	
Subtotal		\$169,000	\$169,000	0
*Subject of this proposed resolution				
Retirement System	Peat Marwick, et. al.	\$21,000	\$21,000	
S.F. General Hospital	Peat Marwick, et. al.	55,000	55,000	
Clean Water Program	Peat Marwick, et. al.	31,000	31,000	
CAFR	Peat Marwick, et. al.	47,000	47,000	
Health Service System	Peat Marwick, et. al.	19,000	19,000	
Laguna Honda	Peat Marwick, et. al.	44,000	44,000	
Single Audit	Peat Marwick, et. al.	<u>101,000</u>	<u>101,000</u>	
Subtotal		\$318,000	\$318,000	0
Municipal Railway	Peat Marwick, et. al.	\$96,160	\$96,160	
Water/Hetch Hetchy	Peat Marwick, et. al.	62,230	62,230	
Water Department (Special)	Peat Marwick, et. al.	<u>101,780</u>	<u>101,780</u>	
Subtotal		\$260,170	\$260,170	0

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Audit</u>	<u>Audit Firm</u>	<u>Amount</u>		<u>Increase (Decrease)</u>
		<u>FY 1988-89</u>	<u>FY 1989-90</u>	
Airport	Hood and Strong, et. al.	\$54,000	\$55,000	
Port	Hood and Strong, et. al.	<u>49,000</u>	<u>58,000</u>	
Subtotal		\$103,000	\$113,000	9.7%
Total		\$850,170	\$855,670	0.6%

As indicated above, the total amount for the 1989-90 audit fees of \$855,670 would result in an increase of \$5,500 or 0.6 percent over the \$850,170 in fees charged for the 1988-89 audits.

5. The extent of Minority and Women Business Enterprise (MBE/WBE) participation included in the proposals of the three joint ventures and the hourly rates to be charged for the 1989-90 audits are as follows:

<u>Joint Venture</u>	<u>Audit</u>	<u>MBE/WBE Participation</u>	<u>Hourly Rates</u>
Peat Marwick Main and Co., et. al.	Controller's Books including Internal Controls and Separate Departmental Audits	-Minimum of 30%	\$21 to \$125
Peat Marwick Main and Co., et. al.	Municipal Railway Water and Hetch Hetchy	-33 1/3%	\$45 to \$160
Hood and Strong, et. al.	Port and Airport	-Minimum of 30%	\$40 to \$125

6. With regard to prior legal questions concerning the signing of the City's South Africa affidavit by Peat Marwick Main, according to Mr. Guthrie, the City has not accepted the Peat Marwick Main South Africa affidavit because the City Attorney and the CAO determined that Peat Marwick Main could not comply with the City's South Africa ordinance. However, the City Attorney's Office has also stated that the current Peat Marwick Main, et al. contract, inclusive of the two one-year renewal options, is exempt from the South Africa Ordinance. In a Memorandum to the Controller, dated December 3, 1986, the City Attorney's Office stated that the critical date is February 14, 1986, the date which the Controller's Office accepted the written bid of Peat Marwick Main to perform the audits. The South Africa Ordinance became law on March 9, 1986. The contract with Peat Marwick Main was signed in May of 1986. It should be noted, however, that the two one-year renewal options will expire after this next proposed audit.

BOARD OF SUPERVISORS
BUDGET ANALYST

7. According to Mr. Guthrie, next year the City will issue a Request for Proposal (RFP) for the City's annual audits through the City's Audit Advisory Committee and will seek qualified national firms to bid on the City's audit that can be in full compliance with the City's South Africa Ordinance.

Recommendation

Approve the proposed resolution.

Item 15 - File 146-90-22

Department: Department of Public Health (DPH),
Mental Health Programs Division

Item: Authorizing the Department of Public Health to accept and
expend a State augmentation grant

Amount of Grant: \$68,571

Source of Grant: State Department of Mental Health Services

Grant Period: July 1, 1989 through June 30, 1990

Project: AIDS Dementia/Mental Health Facility

Project

Description: The Board of Supervisors previously approved legislation (File 146-89-63) authorizing the DPH to accept and expend a State grant, for the AIDS Dementia/Mental Health Facility, in an amount not to exceed \$100,000 for the period July 1, 1989 through June 30, 1990. This facility provides housing and support services to persons with mild to moderate AIDS related dementia and/or psychiatric symptoms, who require intensive supervision and maintenance. Depending upon the severity of the disorder, danger to self or others and need for related medical care, clients are eligible for either 24 hour or long term treatment. The therapeutic environment includes supportive psychotherapy, supervision and case management services. The DPH contracts with Catholic Charities to operate this facility.

The proposed grant augmentation would provide funds to expand the facility's housing capability from six beds to eight beds and provide additional program staff and consultation services for increased support services.

Project Budget:	Original Project <u>Budget</u>	Proposed State Grant <u>Augmentation</u>	Total Project <u>Budget</u>
<u>Contractual</u>			
<u>Personnel</u>			
Psychiatric Social Worker (1.0 FTE)	\$23,896	\$ 568	\$24,464
Day Care Coordinator (1.0 FTE)	0	24,621	24,621
Administrative Assist. (1.0 FTE)	0	18,064	18,064
Fringe Benefits	<u>4,779</u>	<u>9,322</u>	<u>14,101</u>
Subtotal, Personnel	\$28,675	\$52,575	\$81,250

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Contractual</u>	<u>Original Project Budget</u>	<u>State Grant Augmentation</u>	<u>Total Project Budget</u>
<u>Operating Expenses</u>			
Conference/Travel	\$ 800	\$ 800	\$1,600
Consultation (Psychiatric & Medical Services)	40,385	7,595	47,980
Client Related Expenses	5,000	0	5,000
Office Supplies/Postage	1,000	0	1,000
Insurance	500	0	500
Printing	1,000	0	1,000
Training	<u>2,772</u>	<u>0</u>	<u>2,772</u>
Subtotal, Operating Expenses	\$51,457	\$8,395	\$59,852
<u>Catholic Charities Indirect Costs</u>	13,948	6,230	20,178
<u>City Indirect Costs</u>	<u>1,920</u>	<u>1,371</u>	<u>3,291</u>
Total	\$96,000	\$68,571	\$164,571

Local Match: None

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 16 - File 148-90-1

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to apply for, accept and expend State funds.

Amount : \$146,000

Source of Funds: Metropolitan Transportation Commission (MTC), from funds made available under the Transportation Development Act.

Term: Fiscal Year 1990-91

Project: Bicycle/Pedestrian Projects

Project Description: The proposed State funds would be used to fund the following five DPW projects:

1. Lane Line Relocation
Project Cost: \$62,000

Widening the right hand lane in both directions at the following two locations: (1) California Street between Gough Street and Presidio Ave., (2) Arguello Boulevard between Fulton Street and Jackson Street.

2. Forest Hill Station Crossing
Project Cost: \$10,000

Re-constructing the median island and upgrading the push button pedestrian signal, in order to provide access to persons in wheelchairs.

3. Roadway Widening and Concrete Median Relocation
Project Cost: \$49,000

Widening the right hand lane in both directions of Lake Merced Boulevard between Brotherhood Way and Skyline Boulevard. In order to provide wider right lanes, roadway widening at certain locations and relocation of an existing concrete median would be required. The proposed State funds would be used to fund the engineering design plans for this project. DPW intends to submit a grant application to the Metropolitan Transportation Commission to request the additional funds needed to complete the construction on this project.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. Talking Signs Installation

Project Cost: \$10,000

Completion of the installation of Talking Signs (an aid to blind persons) at the intersection of 10th and Market Streets and other locations, which have not as yet been selected, in the City.

5. Handicapped Ramp Construction

Project Cost: \$15,000

Continuing construction of handicap ramps throughout the City, with priority given to locations where MUNI lines are accessible to handicapped persons.

Project Budget:

Lane Line Relocation

Labor (In-house Civil Service)	\$45,500	
Design Engineering (In-house Civil Service)	6,500	
Materials	<u>10,000</u>	
Subtotal		\$62,000

Forest Hill Station Crossing

Labor (In-house Civil Service)	\$5,000	
Design Engineering (In-house Civil Service)	4,300	
Materials	<u>700</u>	
Subtotal		10,000

Roadway Widening and Concrete Median Relocation

Design Engineering (In-house Civil Service)		49,000
---	--	--------

Talking Signs Installation

Personal Services Contract		10,000
----------------------------	--	--------

Handicapped Ramp Construction

Labor (In-house Civil Service)	\$11,500	
Design Engineering (In-house - Civil Service)	1,500	
Materials	<u>2,000</u>	
Subtotal		<u>15,000</u>

Total		\$146,000
-------	--	-----------

Indirect Costs: None

Local Match: None

Comments:

1. Mr. Ed Harrington, PUC Finance, reports that in 1989-90 DPW obtained a grant of Transportation Development Act (TDA) funds of \$105,000 for bicycle/pedestrian projects. Under the proposed resolution, DPW would receive \$146,000 or \$41,000 more in 1990-91 than the amount received in 1989-90.

2. Mr. Harrington points out that DPW can instead obtain this \$41,000 increase needed to complete all bicycle/pedestrian projects from the 1/2 cent Sales Tax Fund, two percent of which is dedicated to such projects, by applying to the Board of Supervisors acting as the Transportation Authority. This would then permit MUNI to obtain an additional \$41,000 by applying for such monies in their own TDA grant application, reducing the amount needed for the City's General Fund subsidy to MUNI.

3. Mr. Al Herce of DPW indicates that MTC has a deadline of April 1, 1990, for submission of the proposed grant.

Recommendation:

The Budget Analyst recommends that the proposed resolution be amended by reducing the \$146,000 grant request from DPW by \$41,000 to \$105,000, which is equal to the 1989-90 grant level, in order to make the \$41,000 available to MUNI to reduce the General Fund subsidy to MUNI and approve the proposed resolution as amended.

Item 17 - File 153-90-2

Department: Department of Social Services (DSS)

Item: Resolution to apply for, accept and expend a grant.

Amount: \$8,600

Source of Grant: California Youth Authority (CYA)

Grant Period: January 1, 1990 through June 30, 1990

Project: Project Passage Child Welfare Worker

Project Description: The proposed grant would fund a portion of the salary of an existing DSS Child Welfare Worker position for Project Passage, a new interagency project between the DSS and the Police Department. Project Passage would establish a child welfare worker/police inspector team to provide early intervention services for high risk adolescents who are involved in prostitution. The DSS worker would provide referral and support services for the adolescents and would be stationed at the Police Department's Juvenile Bureau at 2475 Greenwich Street. The DSS would act as lead agency for this project.

According to Ms. Mary Counihan of DSS Family and Childrens Services, although the grant period covers six months from January 1, 1990 through June 30, 1990, Project Passage program services would be provided for three months, from April 1, 1990 through June 30, 1990. Ms. Counihan states that the DSS intends to request additional grant funding in a forthcoming resolution to continue this Project during FY 1990-91.

No. of Persons to be Served: Approximately 30 to 60 juveniles for three months, or approximately 120 to 240 juveniles annually.

Project Budget: In addition to the proposed grant of \$8,600, DSS and the Police Department would provide in-kind matches totalling \$2,426 and \$25,438, respectively, for a total project budget of \$36,464 for three months, as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 21, 1990

	<u>CYA</u> <u>Grant</u>	<u>DSS</u> <u>In-Kind</u>	<u>SFPD</u> <u>In-Kind</u>	<u>Total</u>
<u>Salaries</u>				
Child Welfare Worker	\$6,840	\$1,929	0	\$8,769
Police Inspector	0	0	\$11,850	11,850
<u>Mandatory Fringe Benefits</u>	1,760	497	9,361	11,618
<u>Operating Expenses - Office Space,</u> <u>Equipment and Supplies</u>	<u>0</u>	<u>0</u>	<u>4,227</u>	<u>4,227</u>
Total	\$8,600	\$2,426	\$25,438	\$36,464

Indirect Costs: None

Local Match: DSS and Police Department in-kind services totalling \$2,426 and \$25,438, respectively, are not required.

Comment: According to Ms. Counihan, the Project Passage Child Welfare Worker position would be filled by an existing staff position, whose vacated duties would be covered by DSS through reassignment of other existing staffs' duties. Ms. Counihan indicates that the training needed after the reassignments, to ensure the continuation of services, may not be completed until the end of March, and therefore, Project Passage services may not begin until April 1, 1990.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 18 - File 60-90-3.2

This item is a hearing to consider a rebuttal ballot argument concerning Proposition A, a Public Safety Improvement Bond issue in the amount of \$332,400,000 for earthquake repairs and earthquake hazards reduction, asbestos abatement, and providing access for the disabled to buildings owned by the City and County of San Francisco. The Budget Analyst does not normally review and report on ballot arguments.

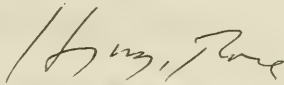
Item 19 - File 186-89-22

1. This item is a hearing to consider the advisability of increasing the personnel and funding of the Department of Public Health (DPH) Toxics and Safety Services Section by transfers of DPH resources from the Food Program, the Hotel Program and other units of the Bureau of Environmental Health Services.

2. The Toxics and Safety Services Section of DPH enforces Federal, State and local environmental and safety-related laws and regulations to protect the health and safety of City employees, the public and the environment. This Section also responds to and investigates toxics and safety-related issues raised by City departments and commissions, labor and environmental groups as well as the general public. In July of 1989, the Section, in conjunction with the City's Employee Assistance Program, began enforcement and compliance efforts in relation to the Federal Drug-Free Workplace Act and the Urban Mass Transportation Administration Anti-Drug Guidelines for City employees. In FY 1989-90, the Toxics and Safety Services Section had 35 FTE staff and a total budget of \$2,386,779.

3. The Bureau of Environmental Health Services has two major program areas - the Consumer Protection Program (which includes the Food Program and the Hotel Program) and the Public Services Program. The Consumer Protection Food Program provides routine inspections and responds to consumer complaints for the entire retail and wholesale food industry in San Francisco. Consumer Protection also tests water quality, issues certificates of sanitation for certain apartments and hotels, and conducts an abandoned vehicle program and noise abatement program. The Public Services Program responds to citizen complaints regarding such issues as unsanitary environmental conditions and rodent control. Public Services also ensures adequate and safe removal of garbage and refuse, inspects and regulates ambulances and inspects institutions and detention facilities in the City. In FY 1989-90, the Bureau of Environmental Health Services had 63 FTE staff and a total budget of \$3,929,341.

4. Dr. Larry Meredith of DPH indicates that transferring resources from the Bureau of Environmental Health Services to the Toxics and Safety Services Section would not be advisable at this time because both areas are vitally important to the health and safety of San Franciscans and that both areas could benefit from an increased allocation of resources.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

SF
590.25
41 2
3/23/90

Calvin
Tate

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
MAR 30 1990
SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, MARCH 28, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER Items 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, and 23

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

SPECIAL ORDER - 2:00 P.M.

1. File 100-89-20. To consider regular report from the Controller on the City budget. (Supervisor Walker)

(Continued from 3/21/90.)

ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR.

CONSENT CALENDAR

2. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 25-90-2. [Contract] Resolution concurring with the Controller's certification that legal process server services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees. (Controller)
 - b) File 25-90-3. [Contract] Resolution approving the Controller's certification that County Jail food service management operations for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1990 than if work were performed by City and County employees. (Sheriff)

- c) File 25-90-4. [Contract] Resolution approving the Controller's certification that the Eviction Assistance Program for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1990 than if work were performed by City and County employees. (Sheriff)
- d) File 25-90-5. [Contract] Resolution approving the Controller's certification that the Pretrial Diversion Program for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1990 than if work were performed by City and County employees. (Sheriff)
- e) File 25-90-6. [Contract] Resolution concurring with the Controller's certification that janitorial services can be practically performed at the Office of the Controller at 160 South Van Ness Avenue by private contractor for lower cost than similar services performed by City and County employees. (Controller)

ACTION: RECOMMENDED.

REGULAR CALENDAR

- 3. File 97-90-10. [Membership List] Ordinance amending Administrative Code, by amending Section 16.6-9.1, to add organizations to the membership list of the the Department of Public Works. (Department of Public Works)

ACTION: CONTINUED TO 4/11/90.

- 4. File 97-90-13. [Employee Cafeteria Plan] Ordinance amending Administrative Code by amending Sections 16.904 and 16.905 to authorize a benefits cafeteria plan for employees of the City and County, the Unified School District and the Community College District and to provide for the approval of a voluntary dependent care assistance program under the City's cafeteria plan. (Supervisor Walker)

ACTION: AMENDMENT OF THE WHOLE ADOPTED BEARING SAME TITLE AND CLERICALLY CORRECTED. RECOMMENDED AS AMENDED.

5. File 101-89-104. [Government Funding] Ordinance appropriating \$370,700, Registrar of Voters, for temporary salaries, data processing/word processing/word processing equipment purchase, other services and materials and supplies; rescinding \$67,400 from permanent salaries, placing on reserve \$32,470 for temporary salaries; \$14,800 for other services and \$22,500 for data processing/word processing equipment purchase, as recommended by the Mayor's Office. RO #9227 (Controller)

ACTION: AMENDED. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$370,700, REGISTRAR OF VOTERS, FOR TEMPORARY SALARIES, DATA PROCESSING/WORD PROCESSING/WORD PROCESSING EQUIPMENT PURCHASE, OTHER SERVICES AND MATERIALS AND SUPPLIES; RESCINDING \$73,098 FROM PERMANENT SALARIES, PLACING ON RESERVE \$32,470 FOR TEMPORARY SALARIES; AND \$14,800 FOR OTHER SERVICES TO BE RELEASED BY THE FINANCE COMMITTEE." RECOMMENDED AS AMENDED.

6. File 101-89-105. [Government Funding] Ordinance appropriating \$456,000, District Attorney, for permanent salaries, temporary salaries, mandatory fringe benefits, other contractual services and program project budget (Career Criminal Prosecution), for the creation of one position (Classification 8171 Law Office Manager). RO #9228 (Controller) (companion to File 102-89-19)

ACTION: AMENDED PER THE BUDGET ANALYST RECOMMENDATIONS. SEVER \$85,311, PERMANENT SALARIES: \$33,361, TEMPORARY SALARIES, AND \$19,332, MANDATORY FRINGE BENEFITS (See File 101-89-105.1) REMAINDER RECOMMENDED. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$312,540, DISTRICT ATTORNEY, FOR PERMANENT SALARIES, MANDATORY FRINGE BENEFITS, OTHER CONTRACTUAL SERVICES AND PROGRAM PROJECT BUDGET (Career Criminal Prosecution) FOR THE CREATION OF ONE POSITION (Classification 8171 Law Office Manager)." RECOMMENDED AS AMENDED.

File 101-89-105.1. SEVERED FROM FILE 101-89-105. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$137,994,311, DISTRICT ATTORNEY, FOR PERMANENT SALARIES, TEMPORARY SALARIES AND MANDATORY FRINGE BENEFITS. CONTINUED TO CALL OF THE CHAIR.

8. File 101-89-106. [Government Funding] Ordinance appropriating \$61,379, Art Commission, for rental of property, other services, telephone and services of other departments - Real Estate. RO #9231 (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$49,282. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$49,282, ART COMMISSION, FOR RENTAL OF PROPERTY, OTHER SERVICES, TELEPHONE AND SERVICES OF OTHER DEPARTMENTS - REAL ESTATE." RECOMMENDED AS AMENDED.

9. File 64-90-5. [Lease of Property] Resolution authorizing lease of real property at 25 Van Ness Avenue, Suites 70, 240 and 430, for the San Francisco Art Commission. (Real Estate Department)

ACTION: RECOMMENDED.

10. File 7-90-4. [Contract Modification] Resolution approving debit modification to Municipal Railway Contract No. MR-1005 Cable Car System - furnish and install replacements for depression beams. (Public Utilities Commission).

ACTION: RECOMMENDED.

11. File 28-90-7. [Emergency Work] Resolution authorizing the San Francisco Fire Department to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the Fire Department's ten-inch high-pressure water main on Clay Street between Front and Davis Streets. (Fire Department)

ACTION: RECOMMENDED.

12. File 84-90-1. [Final Negative Declaration] Resolution adopting Final Negative Declaration, finding and determining that acquisition of property and construction of a Muni facility in the area generally bounded by Army, Indiana, Marin, Tennessee Streets, I-280 and Islais Creek Channel will have no significant impact on the environment, and adopting and incorporating findings of Final Negative Declaration. (Real Estate Department)

ACTION: RECOMMENDED.

13. File 84-90-1.1. [Acquisition of Property] Resolution authorizing acquisition of City and County of San Francisco Assessor's Parcels No. Block 4352, Lot 7 and Block 4381 Lot 1 for the site of a new Muni Bus Storage and Maintenance Facility; and adopting findings pursuant to City Planning Code Section 101.1; companion measure to File 84-90-1. (Real Estate Department)

ACTION: RECOMMENDED.

14. File 170-90-2. [Bond Sale] Resolution providing for the issuance of \$59,700,000 aggregate principal amount of San Francisco General Obligation Bonds (Public Safety Project), including the issuance of an initial series thereof in the aggregate principal amount of \$20,500,000 and designated as the City and County of San Francisco General Obligation Bonds, Series 1990B (Public Safety Improvement Project); authorizing the execution, authentication and registration of said bonds; providing for the levy of a tax to pay the principal and interest thereof; providing for the appointment of depositories for said bonds; and providing for the establishment of funds related thereto. (Supervisor Walker)

ACTION: RECOMMENDED.

15. File 170-90-3. [Bond Sale] Resolution authorizing and directing the sale of \$6,600,000 aggregate principal amount of City and County of San Francisco General Obligation Bonds, Series 1990A (Library Facilities Project) and \$20,500,000 aggregate principal amount of City and County of San Francisco General Obligation Bonds, Series 1990B (Public Safety Improvement Project); authorizing the publication of an Official Notice of Sale relating thereto; specifying the forms of said bonds and authorizing the preparation thereof; establishing funds related thereto; approving the Official Statement relating to said bonds; consenting to the submission of bids by the financial consultants and authorizing official action. (Supervisor Walker)

ACTION: AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE: "[Bond Sale] RESOLUTION AUTHORIZING AND DIRECTING THE SALE OF \$7,000,000 AGGREGATE PRINCIPAL AMOUNT OF CITY AND COUNTY OF SAN FRANCISCO GENERAL OBLIGATION BONDS, SERIES 1990A (LIBRARY FACILITIES PROJECT) AND \$20,500,000 AGGREGATE PRINCIPAL AMOUNT OF CITY AND COUNTY OF SAN FRANCISCO GENERAL OBLIGATION BONDS, SERIES 1990B (PUBLIC SAFETY IMPROVEMENT PROJECT); AUTHORIZING THE PUBLICATION OF AN OFFICIAL NOTICE OF SALE RELATING THERETO; SPECIFYING THE FORMS OF SAID BONDS AND AUTHORIZING THE PREPARATION THEREOF; ESTABLISHING FUNDS RELATED THERETO; APPROVING THE OFFICIAL STATEMENT RELATING TO SAID BONDS; CONSENTING TO THE SUBMISSION OF BIDS BY THE FINANCIAL CONSULTANTS AND AUTHORIZING OFFICIAL ACTION." RECOMMENDED AS AMENDED.

16. File 198-90-1. [Filing Fees] Resolution increasing surcharge on filing fees in Civil and probate actions in the Superior Court as provided in Government Code Section 76381.5 and Section 10.117-35 of the San Francisco Administrative Code, to assist in the acquisition, rehabilitation, construction and financing of courtrooms or of a courtroom building or buildings containing facilities necessary or incidental to the operation of the justice system in the City and County of San Francisco. (Superior Court)

ACTION: RECOMMENDED.

17. File 100-89-1.13. Requesting release of reserved funds, Public Library, in the amount of \$2,875, for purchasing typewriters (\$2,100 electronic typewriters and \$775.00 for an electric typewriter). (Public Library)

ACTION: HEARING HELD. RELEASE OF \$2,035 RECOMMENDED. FILED.

18. File 100-89-1.14. Requesting release of reserved funds, Asian Art Museum, in the amount of \$4,458, for reclassification of the Associate Conservator position, Classification A960. (Asian Art Museum)

ACTION: HEARING HELD. RELEASE OF \$4,458 RECOMMENDED. FILED.

19. File 100-89-1.15. Requesting release of reserved funds, Fire Department's Consent Decree Program, in the amount of \$250,000, for examinations. (Fire Department)

ACTION: HEARING HELD. RELEASE OF \$250,000 RECOMMENDED.
FILED.

20. File 146-89-33.1. Requesting release of reserved funds, Department of Public Health, in the amount of \$166,000, for contractor (Fong and Chan Architects), for Phase I of the Public Health Services Hospital AIDS/ARC Long-Term Care Renovation Project. (Department of Public Health)

ACTION: HEARING HELD. RELEASE OF \$166,000 RECOMMENDED.
FILED.

21. File 146-89-2.3. Requesting release of reserved funds, Department of Public Health, AIDS Office, in the amount of \$320,000, for outside consultant services contractors. (Department of Public Health)

ACTION: HEARING HELD. RELEASE OF \$320,000 RECOMMENDED.
FILED.

22. File 146-90-14.1. Requesting release of reserved funds, Department of Public Health, Central Administration, Emergency Medical Services Agency, in the amount of \$19,295, for purchase of hardware and software computer equipment. (Department of Public Health)

ACTION: HEARING HELD. RELEASE OF \$19,295 RECOMMENDED.
FILED.

NOTE: It is the intention of the Chair to entertain a motion to continue the following item to April 18, 1990.

23. File 100-90-3. To consider a children's budget for San Francisco. (Supervisor Alioto)

ACTION: CONTINUED TO 4/18/90.

MAR 5 1990

SAN FRANCISCO
PUBLIC LIBRARY

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, MARCH 28, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER Items 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, and 23

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

SPECIAL ORDER - 2:00 P.M.

1. File 100-89-20. To consider regular report from the Controller on the City budget. (Supervisor Walker)

(Continued from 3/21/90.)

ACTION: HEARING HELD. CONTINUED TO CALL OF THE CHAIR.

CONSENT CALENDAR

2. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 25-90-2. [Contract] Resolution concurring with the Controller's certification that legal process server services can be practically performed for the District Attorney, Family Support Bureau, by a private contractor for a lower cost than similar services performed by City and County employees. (Controller)
 - b) File 25-90-3. [Contract] Resolution approving the Controller's certification that County Jail food service management operations for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1990 than if work were performed by City and County employees. (Sheriff)

- c) File 25-90-4. [Contract] Resolution approving the Controller's certification that the Eviction Assistance Program for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1990 than if work were performed by City and County employees. (Sheriff)
- d) File 25-90-5. [Contract] Resolution approving the Controller's certification that the Pretrial Diversion Program for the City and County of San Francisco can practically be performed by private contraction at a lower cost for the year commencing July 1, 1990 than if work were performed by City and County employees. (Sheriff)
- e) File 25-90-6. [Contract] Resolution concurring with the Controller's certification that janitorial services can be practically performed at the Office of the Controller at 160 South Van Ness Avenue by private contractor for lower cost than similar services performed by City and County employees. (Controller)

ACTION: RECOMMENDED.

REGULAR CALENDAR

- 3. File 97-90-10. [Membership List] Ordinance amending Administrative Code, by amending Section 16.6-9.1, to add organizations to the membership list of the Department of Public Works. (Department of Public Works)

ACTION: CONTINUED TO 4/11/90.

- 4. File 97-90-13. [Employee Cafeteria Plan] Ordinance amending Administrative Code by amending Sections 16.904 and 16.905 to authorize a benefits cafeteria plan for employees of the City and County, the Unified School District and the Community College District and to provide for the approval of a voluntary dependent care assistance program under the City's cafeteria plan. (Supervisor Walker)

ACTION: AMENDMENT OF THE WHOLE ADOPTED BEARING SAME TITLE AND CLERICALLY CORRECTED. RECOMMENDED AS AMENDED.

- 5. File 101-89-104. [Government Funding] Ordinance appropriating \$370,700, Registrar of Voters, for temporary salaries, data processing/word processing/word processing equipment purchase, other services and materials and supplies; rescinding \$67,400 from permanent salaries, placing on reserve \$32,470 for temporary salaries; \$14,800 for other services and \$22,500 for data processing/word processing equipment purchase, as recommended by the Mayor's Office. RO #9227 (Controller)

ACTION: AMENDED. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$370,700, REGISTRAR OF VOTERS, FOR TEMPORARY SALARIES, DATA PROCESSING/WORD PROCESSING/WORD PROCESSING EQUIPMENT PURCHASE, OTHER SERVICES AND MATERIALS AND SUPPLIES; RESCINDING \$73,098 FROM PERMANENT SALARIES, PLACING ON RESERVE \$32,470 FOR TEMPORARY SALARIES; AND \$14,800 FOR OTHER SERVICES TO BE RELEASED BY THE FINANCE COMMITTEE." RECOMMENDED AS AMENDED.

6. File 101-89-105. [Government Funding] Ordinance appropriating \$456,000, District Attorney, for permanent salaries, temporary salaries, mandatory fringe benefits, other contractual services and program project budget (Career Criminal Prosecution), for the creation of one position (Classification 8171 Law Office Manager). RO #9228 (Controller) (companion to File 102-89-19)

ACTION: AMENDED PER THE BUDGET ANALYST RECOMMENDATIONS. SEVER \$85,311, PERMANENT SALARIES: \$33,361, TEMPORARY SALARIES, AND \$19,332, MANDATORY FRINGE BENEFITS (See File 101-89-105.1) REMAINDER RECOMMENDED. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$312,540, DISTRICT ATTORNEY, FOR PERMANENT SALARIES, MANDATORY FRINGE BENEFITS, OTHER CONTRACTUAL SERVICES AND PROGRAM PROJECT BUDGET (Career Criminal Prosecution) FOR THE CREATION OF ONE POSITION (Classification 8171 Law Office Manager)." RECOMMENDED AS AMENDED.

File 101-89-105.1. SEVERED FROM FILE 101-89-105. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$137,994, DISTRICT ATTORNEY, FOR PERMANENT SALARIES, TEMPORARY SALARIES AND MANDATORY FRINGE BENEFITS. CONTINUED TO CALL OF THE CHAIR.

7. File 102-89-19. [Public Employment] Amending Annual Salary Ordinance 1989-90, District Attorney's Office, reflecting the addition of one position Classification 8171 Law Office Manager. (Civil Service Commission) (companion to File 101-89-105)

ACTION: RECOMMENDED.

8. File 101-89-106. [Government Funding] Ordinance appropriating \$61,379, Art Commission, for rental of property, other services, telephone and services of other departments - Real Estate. RO #9231 (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$49,282. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$49,282, ART COMMISSION, FOR RENTAL OF PROPERTY, OTHER SERVICES, TELEPHONE AND SERVICES OF OTHER DEPARTMENTS - REAL ESTATE." RECOMMENDED AS AMENDED.

9. File 64-90-5. [Lease of Property] Resolution authorizing lease of real property at 25 Van Ness Avenue, Suites 70, 240 and 430, for the San Francisco Art Commission. (Real Estate Department)

ACTION: RECOMMENDED.

10. File 7-90-4. [Contract Modification] Resolution approving debit modification to Municipal Railway Contract No. MR-1005 Cable Car System - furnish and install replacements for depression beams. (Public Utilities Commission).

ACTION: RECOMMENDED.

11. File 28-90-7. [Emergency Work] Resolution authorizing the San Francisco Fire Department to take necessary measures to protect the health, welfare and property of the citizens of San Francisco by performing the necessary work to restore the integrity of the Fire Department's ten-inch high-pressure water main on Clay Street between Front and Davis Streets. (Fire Department)

ACTION: RECOMMENDED.

12. File 84-90-1. [Final Negative Declaration] Resolution adopting Final Negative Declaration, finding and determining that acquisition of property and construction of a Muni facility in the area generally bounded by Army, Indiana, Marin, Tennessee Streets, I-280 and Islais Creek Channel will have no significant impact on the environment, and adopting and incorporating findings of Final Negative Declaration. (Real Estate Department)

ACTION: RECOMMENDED.

13. File 84-90-1.1. [Acquisition of Property] Resolution authorizing acquisition of City and County of San Francisco Assessor's Parcels No. Block 4352, Lot 7 and Block 4381 Lot 1 for the site of a new Muni Bus Storage and Maintenance Facility; and adopting findings pursuant to City Planning Code Section 101.1; companion measure to File 84-90-1. (Real Estate Department)

ACTION: RECOMMENDED.

14. File 170-90-2. [Bond Sale] Resolution providing for the issuance of \$59,700,000 aggregate principal amount of San Francisco General Obligation Bonds (Public Safety Project), including the issuance of an initial series thereof in the aggregate principal amount of \$20,500,000 and designated as the City and County of San Francisco General Obligation Bonds, Series 1990B (Public Safety Improvement Project); authorizing the execution, authentication and registration of said bonds; providing for the levy of a tax to pay the principal and interest thereof; providing for the appointment of depositories for said bonds; and providing for the establishment of funds related thereto. (Supervisor Walker)

ACTION: RECOMMENDED.

15. File 170-90-3. [Bond Sale] Resolution authorizing and directing the sale of \$6,600,000 aggregate principal amount of City and County of San Francisco General Obligation Bonds, Series 1990A (Library Facilities Project) and \$20,500,000 aggregate principal amount of City and County of San Francisco General Obligation Bonds, Series 1990B (Public Safety Improvement Project); authorizing the publication of an Official Notice of Sale relating thereto; specifying the forms of said bonds and authorizing the preparation thereof; establishing funds related thereto; approving the Official Statement relating to said bonds; consenting to the submission of bids by the financial consultants and authorizing official action. (Supervisor Walker)

ACTION: AMENDMENT OF THE WHOLE ADOPTED. NEW TITLE: "[Bond Sale] RESOLUTION AUTHORIZING AND DIRECTING THE SALE OF \$7,000,000 AGGREGATE PRINCIPAL AMOUNT OF CITY AND COUNTY OF SAN FRANCISCO GENERAL OBLIGATION BONDS, SERIES 1990A (LIBRARY FACILITIES PROJECT) AND \$20,500,000 AGGREGATE PRINCIPAL AMOUNT OF CITY AND COUNTY OF SAN FRANCISCO GENERAL OBLIGATION BONDS, SERIES 1990B (PUBLIC SAFETY IMPROVEMENT PROJECT); AUTHORIZING THE PUBLICATION OF AN OFFICIAL NOTICE OF SALE RELATING THERETO; SPECIFYING THE FORMS OF SAID BONDS AND AUTHORIZING THE PREPARATION THEREOF; ESTABLISHING FUNDS RELATED THERETO; APPROVING THE OFFICIAL STATEMENT RELATING TO SAID BONDS; CONSENTING TO THE SUBMISSION OF BIDS BY THE FINANCIAL CONSULTANTS AND AUTHORIZING OFFICIAL ACTION." RECOMMENDED AS AMENDED.

16. File 198-90-1. [Filing Fees] Resolution increasing surcharge on filing fees in Civil and probate actions in the Superior Court as provided in Government Code Section 76381.5 and Section 10.117-35 of the San Francisco Administrative Code, to assist in the acquisition, rehabilitation, construction and financing of courtrooms or of a courtroom building or buildings containing facilities necessary or incidental to the operation of the justice system in the City and County of San Francisco. (Superior Court)

ACTION: RECOMMENDED.

17. File 100-89-1.13. Requesting release of reserved funds, Public Library, in the amount of \$2,875, for purchasing typewriters (\$2,100 electronic typewriters and \$775.00 for an electric typewriter). (Public Library)

ACTION: HEARING HELD. RELEASE OF \$2,035 RECOMMENDED. FILED.

18. File 100-89-1.14. Requesting release of reserved funds, Asian Art Museum, in the amount of \$4,458, for reclassification of the Associate Conservator position, Classification A960. (Asian Art Museum)

ACTION: HEARING HELD. RELEASE OF \$4,458 RECOMMENDED. FILED.

19. File 100-89-1.15. Requesting release of reserved funds, Fire Department's Consent Decree Program, in the amount of \$250,000, for examinations. (Fire Department)

ACTION: HEARING HELD. RELEASE OF \$250,000 RECOMMENDED.
FILED.

20. File 146-89-33.1. Requesting release of reserved funds, Department of Public Health, in the amount of \$166,000, for contractor (Fong and Chan Architects), for Phase I of the Public Health Services Hospital AIDS/ARC Long-Term Care Renovation Project. (Department of Public Health)

ACTION: HEARING HELD. RELEASE OF \$166,000 RECOMMENDED.
FILED.

21. File 146-89-2.3. Requesting release of reserved funds, Department of Public Health, AIDS Office, in the amount of \$320,000, for outside consultant services contractors. (Department of Public Health)

ACTION: HEARING HELD. RELEASE OF \$320,000 RECOMMENDED.
FILED.

22. File 146-90-14.1. Requesting release of reserved funds, Department of Public Health, Central Administration, Emergency Medical Services Agency, in the amount of \$19,295, for purchase of hardware and software computer equipment. (Department of Public Health)

ACTION: HEARING HELD. RELEASE OF \$19,295 RECOMMENDED.
FILED.

NOTE: It is the intention of the Chair to entertain a motion to continue the following item to April 18, 1990.

23. File 100-90-3. To consider a children's budget for San Francisco. (Supervisor Alioto)

ACTION: CONTINUED TO 4/18/90.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

March 26, 1990

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst

SUBJECT: March 28, 1990 Finance Committee Meeting

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 - File 100-89-20

Note: This item was continued from the March 21, 1990 Finance Committee Meeting.

1. This is an item to consider the regular report from the Controller on the City's budget.

2. The Controller, the Mayor's Office and the Budget Analyst prepared a joint report projecting the General Fund revenues and expenditures for Fiscal Year 1990-91 in connection with the City's forthcoming 1990-91 budget. This joint report was distributed and reported on at the March 21, 1990 Finance Committee Meeting.

3. The Finance Committee anticipates commencing the review of the mid-year budget process at the March 28, 1990 Finance Committee meeting. The Mayor's Office will provide an overview of the City's budget and then focus on the Mayor's specific areas of responsibility.

Item 2a - File 25-90-2

Department: District Attorney

Proposed Action: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Process Server Services for the Family Support Bureau

Description: The Controller has determined that contracting for these process server services in fiscal year 1990-91 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$ 93,588	\$113,228
Fringe Benefits	28,212	32,700
Operating Expenses	<u>9,400</u>	<u>9,400</u>
Total	\$131,200	\$155,328
<u>Contracted Service Cost</u>	<u>96,267</u>	<u>96,267</u>
<u>Estimated Savings</u>	\$34,933	\$59,061

Comments:

1. Process server services were first certified as required by Charter Section 8.300-1 in 1986 and have been provided by an outside contractor continuously since then.
2. The current one-year contract, which expires June 30, 1990, is with ABC Legal Process Services. The contracted service cost used for the purpose of this analysis is based on a projection of anticipated trips by service areas and an estimated unit cost as prepared by the District Attorney.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department D.A. - Family Support For Time Period FY 1990/91

Contract Services Legal Process Service

- 1) Who performed services prior to contracting out?

Two Family Support Bureau Staff, 2 8102 Process Servers and 2 8158 FSB Investigator IIs.

- 2) Number of City employees laid off as result of contracting out?

Two vacant positions (2 8102s) were deleted in FY 84/85 budget.

- 3) Explain the disposition of employees if they were not laid off.

N/A.

- 4) What percent of a City employee's time is spent on services to be contracted out?

1/2 position is engaged in contract monitoring.

- 5) How long have these services been contracted out?

Four years.

- 6) What was the first fiscal year for a Proposition J Certification?

Calendar Year 1986 was the first year of the contract.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

N/A - Since these services are awarded on the basis of low, responsive bid, MBE/WBE accountability resides with the awarding authority - i.e. the Purchaser.

JOSEPH MATRANGA

Department Representative

Telephone: 553-4319

Item 2b - File 25-90-3

Department: Sheriff

Proposed Action: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Food Services Program at the County Jail Facilities

Description: The Controller has determined that contracting for these food services in fiscal year 1990-91 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$238,329	\$287,171
Fringe Benefits	<u>66,406</u>	<u>77,567</u>
Total	\$304,735	\$364,738
<u>Contracted Service Cost</u>	<u>199,240</u>	<u>199,240</u>
<u>Estimated Savings</u>	\$105,495	\$165,498

Comments:

1. Food services were first certified as required by Charter Section 8.300-1 in 1980 and have been continuously provided by an outside contractor since then.
2. The current one-year contract extension, which expires June 30, 1990, is with Szabo Food Services. The Contracted Service Cost used for the purpose of this analysis is the current contractor's estimate of food service supervision and administration cost for 1990-91.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment SHERIFFContract Services SZABO FOOD SERVICEFor the term starting approximately JULY 1, 1990 through JUNE 30, 1991

- 1) Who performed services prior to contracting out?

Food service was provided by county cooks and chefs under the direction of a Food Administrator.

- 2) Number of City employees laid off as a result of contracting out?

None - The Food Administrator position was eliminated prior to contracting out.

- 3) Explain disposition of employees if they were not laid off.

County chefs and cooks continue to prepare meals for jail staff and prisoners.

- 4) What percent of a City employee's time is spent on services to be contracted out?

Five chefs and one cook use 100% of their time preparing meals.

- 5) How long have the services been contracted out?

Since 1980.

- 6) When was the first fiscal year for a Proposition J certification?

1980-81.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

A waiver is in effect for this service. It is highly specialized and competitively bid contract.

Li Jan Dempsey
Department Representative

554-7225

Telephone

Item 2c - File 25-90-4

Department: Sheriff

Proposed Action: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Eviction Assistance

Description: The Controller has determined that contracting for these eviction assistance services in fiscal year 1989-90 would result in estimated savings as follows:

City Operated Service Costs

Salaries	\$29,771
Fringe Benefits	<u>11,924</u>
Total	\$41,695

<u>Contracted Service Cost</u>	<u>30,734</u>
--------------------------------	---------------

<u>Estimated Savings</u>	\$10,961
--------------------------	----------

Comments:

1. Eviction assistance services were first certified as required by Charter Section 8.300-1 in 1984 and have continued to be provided by an outside contractor since then.
2. The current one-year contract, which expires June 30, 1990, is with the Salvation Army. The Contracted Service Cost used for the purpose of this analysis is based on the current contractor's estimate of Eviction Assistance services and costs that will be required in 1990-91.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment SHERIFFContract Services SALVATION ARMYFor the term starting approximately JULY 1, 1990 through JUNE 30, 1991

- 1) Who performed services prior to contracting out?

The Eviction Assistance program used volunteer workers; funding was federally based.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

Community services workers (5) are currently working on the program.

- 4) What percent of a City employee's time is spent on services to be contracted out?

1 - 8308 Sergeant oversees program - 100%.

- 5) How long have the services been contracted out?

Since 1984.

- 6) When was the first fiscal year for a Proposition J certification?

1983-84.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

MBE / WBE is not affected; Salvation Army administers the program as a non-profit organization.

Department Representative

554-7225

Telephone

Item 2d - File 25-90-5

Department: Sheriff

Proposed Action: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Pre-Trial Diversion Services

Description: The Controller has determined that contracting for these pre-trial diversion services in fiscal year 1990-91 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$187,469	\$226,830
Fringe Benefits	53,077	62,072
Operating Expenses	<u>4,033</u>	<u>4,033</u>
Total	\$244,579	\$292,935
<u>Contracted Service Cost</u>	<u>155,772</u>	<u>155,772</u>
<u>Estimated Savings</u>	\$88,807	\$137,163

Comments:

1. Pre-trial diversion services were first certified as required by Charter Section 8.300-1 in 1977 and have continued to be provided by an outside contractor since then.
2. The current one-year contract, which expires June 30, 1990, is with the San Francisco Pre-Trial Diversion Project. The Contracted Service Cost used for the purpose of this analysis is an informal bid from the current contractor.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment SHERIFFContract Services PRE-TRIAL DIVERSION PROJECTFor the term starting approximately JULY 1, 1990 through JUNE 30, 1991

- 1) Who performed services prior to contracting out?

Pre-trial Diversion was funded through federal grant monies. Services workers performed the duties.

- 2) Number of City employees laid off as a result of contracting out?

None.

- 3) Explain disposition of employees if they were not laid off.

Pre-trial Diversion workers have remained employed on this program.

- 4) What percent of a City employee's time is spent on services to be contracted out?

None.

- 5) How long have the services been contracted out?

Since 1977.

- 6) When was the first fiscal year for a Proposition J certification?

1977.

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

MBE / WBE is not affected; Pre-trial is a non-profit organization.

Jan Dempsey
Department Representative

554-7225

Telephone

Item 2e - File 25-90-6

Department: Office of the Controller

Proposed Action: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Janitorial Services at 160 South Van Ness (Payroll Division)

Description: The Controller has determined that contracting for these janitorial services in fiscal year 1990-91 would result in estimated savings as follows:

City Operated Service Costs

Personnel	\$19,871
Materials	<u>1,000</u>
Total	\$20,871

<u>Contracted Service Cost</u>	<u>16,202</u>
--------------------------------	---------------

<u>Estimated Savings</u>	\$4,669
--------------------------	---------

Comments:

1. Janitorial services were first certified as required by Charter Section 8.300-1 in 1983 and have been provided by an outside contractor continuously since then.
2. The current one year contract, which expires June 30, 1990, is with Pacific State Airlines Services Inc. The Contracted Service Cost used for the purpose of this analysis in a formal bid from the current contractor.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

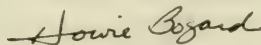
Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department CONTROLLER'S PAYROLL/PERSONNEL SERVICES DIVISION
Contract Services JANITORIAL SERVICES
For the term starting approximately 7/01/90 through 6/30/91

- 1) Who performed services prior to contracting out?
SERVICES HAVE ALWAYS BEEN CONTRACTED OUT.
- 2) Number of City employees laid off as a result of contracting out?
NONE
- 3) Explain disposition of employees if they were not laid off.
NOT APPLICABLE
- 4) What percent of a City employee's time is spent on services to be contracted out?
.2%
- 5) How long have the services been contracted out?
SIX YEARS. (CONTRACTUAL SERVICES BEGAN SEPTEMBER 1983).
- 6) When was the first fiscal year for a Proposition J certification?
FISCAL YEAR 1983 - 84.
- 7) How will contract services meet the goals of your MBE/WBE Action Plan?
THE CURRENT SERVICES ARE PROVIDED BY A FIRM THAT IS A MBE / WBE FIRM.



HOWIE BOGARD, PAYROLL MANAGER
Department Representative

558 - 7864

Telephone

Item 3 -File 97-90-10

Department: Department of Public Works (DPW)

Item: The proposed ordinance would amend the San Francisco Administrative Code by amending Section 16.6-9.1 to add eleven organizations to the membership list of the Department of Public Works (DPW).

Description: The proposed ordinance would authorize an additional eleven memberships for the Department of Public Works (DPW) as follows:

American Congress on Surveying and Mapping
American Institute of Steel Construction
American Society of Heating, Refrigerating, and Air-
Conditioning Engineers
American Society of Landscape Architects
American Society of Mechanical Engineers
Concrete Reinforcing Steel Institute
Construction Management Association of America
Illumination Engineering Society
Institute of Electrical and Electronics Engineers
Post-Tensioning Institute
Project Management Institute

At the present time, the San Francisco Administrative Code authorizes the Department of Public Works (DPW) to be represented by membership in thirty (30) different organizations. This would be increased to forty-one (41) with the passage of the subject legislation. The inclusion of the additional organizations to the membership list is consistent with adopted policies of the Engineering Resources Committee, a six-member committee represented by one member each from DPW, Public Utilities Commission (PUC), Airport Commission, Port Commission, Civil Service Commission and Local 21, Professional and Technical Engineers, which encourages professional development of staff through participation in professional organizations.

Comments:

1. According to Mr. Vit Troyan of the Department of Public Works (DPW) Engineering Bureau, membership fees for the eleven professional organizations identified in this proposed legislation were not readily available for review by the Budget Analyst. Mr. Troyan recommended that this item be continued for one week so that information on membership fees could be provided by DPW.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Mr. Troyan advises that funds are currently budgeted for 60 DPW Engineering Bureau staff memberships at \$150 per membership including the eleven additional professional organizations identified in the proposed legislation.

Recommendation: Continue the proposed ordinance for one week at the request of the Department of Public Works.

Item 4 - File 97-90-13

1. The proposed ordinance would amend Sections 16.904 and 16.905 of the San Francisco Administrative Code, regarding the benefits cafeteria plan for employees of the City, the Unified School District and the Community College District, by adding a dependent care assistance program to the list of voluntary employee benefit options. The proposed ordinance would also stipulate that the City undertake the obligations for certain contingent liabilities for services to be provided by the proposed company offering the dependent care assistance program.

2. Under the City's Employee Cafeteria Plan for health benefits, employees may, on a voluntary basis, select a combination of health, dental disability benefits, and pay for their share of costs on a before-tax basis rather than an after-tax basis. The proposed ordinance would add a dependent care assistance program, to be administered by BenefitAmerica, Inc., to the list of available voluntary benefits. The proposed dependent care assistance program would permit employees to contribute before-tax earnings up to \$5,000 annually towards payment for certain types of day care services for dependent children and elderly.

3. The proposed dependent care assistance program administered by BenefitAmerica, Inc. would require that the City undertake the obligations for contingent liabilities as set forth in Sections II.E and VI of the company service agreement. The contingent liabilities would include an additional clause that would permit BenefitAmerica, upon written permission from the City, to retain at the City's expense outside accounting or legal professional consultation for services that would benefit the City. According to Mr. Buck Delventhal of the City Attorney's Office, the need for any such consulting services would be small, because the City would be able to perform most of the services, and that the costs of any such consulting services cannot be estimated at this time.

In addition, the City would incur additional liabilities by indemnifying BenefitAmerica from costs, claims or actions relating to the dependent care assistance plan that are not caused by negligence of BenefitAmerica. Mr. Claude Kolm of the City Attorney's Office states that these contingent liabilities are reasonable provisions for this type of service contract.

4. Mr. Randall Smith of the Health Services System (HSS) states that the proposed addition of a dependent care assistance plan would add minimal administrative costs for the HSS and the Controller's Payroll Division. Mr. Smith and Ms. Sandy Holmes of the Controller's Office have indicated that the additional costs would be absorbed in the HSS and Controller's budgets, respectively. The employees opting to participate in the dependent care assistance program would pay for BenefitAmerica's administration of the program. The City Attorney's Office has estimated that a participating employee could save as much as \$1,320 to \$1,800 in taxes annually depending on the employee's tax bracket, level of contributions to the dependent care assistance plan and number of dependents. Mr. Smith indicates that the amount of savings to the City due to reduced employer

BOARD OF SUPERVISORS
BUDGET ANALYST

FICA (Social Security) contributions is difficult to estimate at this time and would depend on the number of participating employees and their incomes.

5. In reviewing the existing Section 16.905, Mr. Smith indicates that some of the health plan providers, such as Children's Hospital and French's Hospital, currently listed in Section 16.905 have changed names or are no longer providing the services, and therefore, Mr. Smith indicates, the list should be updated. Mr. Smith informs the Budget Analyst that the HSS is requesting the City Attorney to prepare an Amendment to the Whole to be presented in committee that would amend the proposed legislation to update the list of providers in Section 16.905. The proposed amendment would not alter the provisions of the original proposed legislation described above.

6. In summary, the proposed ordinance would add a dependent care assistance program to the list of available voluntary benefits in the City's Employee Cafeteria Plan for health benefits. The proposed ordinance would add minimal administrative costs (not including consulting services) for the City which would be absorbed by the HSS's and Controller's existing budgets, and would hold the City responsible for contingent liabilities not caused by the negligence of BenefitAmerica. The City may also be liable for professional services contracted at the City's consent by BenefitAmerica. All other costs of the program would be paid by those employees opting to participate in this dependent care assistance program.

Recommendation

Approval of the proposed Amendment to the Whole is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 5 - File 101-89-104

Department: Registrar of Voters

Item: Supplemental Appropriation Ordinance

Amount: \$370,700

Source of Funds: \$303,300 from General Fund - General Reserve and \$67,400 from permanent salaries.

Description: The proposed Supplemental Appropriation Ordinance would appropriate funds for the Registrar of Voters for temporary salaries, computer equipment purchase, other services and materials and supplies.

The Registrar of Voters is requesting this supplemental appropriation for City election-related cost increases previously incurred for the November 1989 election, for projected City election-related cost increases for the June 1990 election and to purchase computer equipment to increase election efficiency.

Previously Incurred Costs Related to November 1989 Election

There were substantial increases in City election-related costs for the November 1989 election. This was due to: (1) a 51 percent increase in voter turnout from an anticipated 120,000 to 181,500 voters; (2) a 90 percent increase in absentee ballot requests from an anticipated 30,000 to 57,000; (3) a 261 percent increase in the number of initiative signatures from an anticipated 90,000 to 325,000; and (4) a 95 percent increase in the length of the voter information pamphlet, which is sent to every registered voter in the City, from the anticipated 88 pages to 172 pages. The unanticipated increases in voter turnout, requests for absentee ballots and the number of initiative signatures required the Registrar of Voters to hire additional temporary personnel to process those items. There were also other additional costs in that more absentee ballots had to be printed and distributed and there was an increase in the costs of miscellaneous supplies (magnifying lens, pencils, ballot pokers, flags, extension cords, light bulbs etc.).

1989 Election Costs

	Estimated <u>Cost</u>	Actual <u>Cost</u>	Supplemental Budget Deficiency Appropriation <u>Request</u>
Temporary Salaries			
Voter Turnout	\$12,000	\$20,000	\$8,000
Absentee Voters	45,000	91,200	46,200
Initiative Sign.	9,000	39,000	30,000
Voter Pamphlet	193,600	361,200	167,600
Absentee Voters	37,500	59,100	21,600
Misc. Supplies	<u>10,000</u>	<u>16,000</u>	<u>6,000</u>
Total 1989 Costs	\$307,100	\$586,500	\$279,400

Projected Increased Costs Related to June 1990 Election

The Registrar of Voters has increased the estimated costs for the June 1990 election based on evaluation of additional information regarding various races and measures. This would result in increased temporary salaries to hire poll workers to handle the anticipated increases in voter turnout (from an original estimate of 205,000 to 249,000), to hire workers to process absentee ballots requests (from 61,500 to 74,700) and to hire workers to verify and count initiative signatures (from 360,000 to 615,000). The Registrar is also requesting funds for costs resulting in the anticipated increased length of the voter information pamphlet and the printing of additional absentee ballots and for a small increase in miscellaneous supplies.

1990 Election Costs

	Estimated <u>Cost</u>	Actual <u>Cost</u>	Supplemental Budget Deficiency Appropriation <u>Request</u>
Temporary Salaries			
Voter Turnout	\$18,500	\$20,000	\$1,500
Absentee Voters	86,100	112,000	25,900
Initiative Sign.	28,800	52,300	23,500
Voter Pamphlet	361,200	376,000	14,800
Absentee Voters	67,700	68,800	1,100
Misc. Supplies	<u>14,000</u>	<u>16,000</u>	<u>2,000</u>
Total 1990 Costs	\$576,300	\$645,100	\$68,800

Because of the uncertainty over the number of absentee ballots requests that will actually need to be processed, the number of initiative signatures to be counted and verified and the actual length of the voter information pamphlet, the Mayor's Office has recommended placing some of these

BOARD OF SUPERVISORS
BUDGET ANALYST

requested supplemental appropriation funds on reserve. Specifically, the Mayor's Office has recommended that:

1) Of the \$25,900 requested for increased temporary salary costs resulting from increased absentee ballot requests, that 20 percent or \$5,180 be funded immediately to ensure that there are no delays in processing absentee ballot requests. The remaining 80 percent or \$20,720 would be held in reserve and could be requested for release by the Registrar at the rate of \$1.962 for each absentee ballot request above 64,140 not to exceed a total of \$20,720. The proposed allocation of these funds would allow the Registrar to immediately hire temporary workers to handle an increase in absentee ballot requests from the anticipated 61,500 to 64,140 and would place on reserve funds to hire workers for absentee ballot requests above 64,140 to a projected maximum of 74,700.

2) Of the \$23,500 requested for increased temporary salary costs resulting from an increase in the number of initiative signature verifications, 50 percent or \$11,750 would be funded immediately to ensure that the Registrar meets State requirements for initiative signature verifications. The remaining 50 percent or \$11,750 would be held in reserve and could be requested for release by the Registrar at the rate of \$0.092 for each signature above 487,500 not to exceed \$11,750. The proposed allocation of these funds would allow the Registrar to immediately hire temporary workers to handle an increase in initiative signature verifications from the anticipated 360,00 to 487,500 and would place on reserve funds to hire workers for initiative signature verifications above 487,500 to a projected maximum of 615,000.

3) The Registrar has estimated that for the June 1990 election that the voter information pamphlet will contain 188 pages instead of the originally projected 172 pages. The Registrar will know exactly how many pages will be printed just prior to sending the document to print and the Mayor's Office has recommended that the requested \$14,800 for additional printing costs be placed on reserve. The Registrar can request release of these funds at \$925 for each page above 172 per 425,000 copies not to exceed \$14,800.

Computer Equipment Purchase

The Registrar is requesting \$22,500 for data processing/word processing equipment. \$7,200 of these funds would be used to replace 18 computer terminals (\$400 each). The terminals are all over six years old, have frequent problems and maintenance costs are approximately \$200 per year for each terminal. The Registrar is also requesting \$15,000 for a multiplexor which would provide permanent connection facilities for terminals rather than the existing temporary cabling running from the back office to the front public assistance counter. Currently, staff time is taken away from more important computer operations to remove, attach, shift and/or add cables. The Registrar is also requesting \$300 for the replacement of one of the signature retrieval terminals. Without the use of one signature retrieval terminal, additional overtime salaries are required to verify signatures. The Mayor's Office has recommended that the entire \$22,500 be placed on reserve pending EIPSC approval.

Computer Equipment Purchase

18 Computer Terminals	\$7,200
1 Multiplexor	15,000
1 Monitor	300
Total	\$22,500

Total Supplemental Appropriation **\$370,700**

The source of funds for this supplemental appropriation would be \$303,300 from the General Fund and \$67,400 in permanent salary savings from two unfilled Division Manager positions and one unfilled Executive Secretary position for the first half of Fiscal Year 1989-90.

Comments:

1. Ms. Germaine Wong, Registrar of Voters states that the estimated costs for the November 1989 election were based on historical analysis of previous election years but, as the figures outlined above reveal, the actual numbers, and hence the costs, were much larger. The costs for temporary salaries and for materials and supplies for the November 1989 election were approximately 91 percent higher (\$307,100 vs. \$586,500) than budgeted.

2. Due to this much higher turnout in the November 1989 election and based on an evaluation of the information regarding the various measures and races for the forthcoming June 1990 election, Ms. Wong has increased her projection for the costs to the City for the June 1990 election.

BOARD OF SUPERVISORS
BUDGET ANALYST

The costs for temporary salaries and for materials and supplies are estimated to be approximately 12 percent (\$576,300 vs. \$645,100) higher than budgeted. At this time, Ms. Wong states that the projected figures for the June 1990 election are likely to be met if not exceeded.

3. As mentioned above, the Mayor's Office has recommended that \$32,470 be placed on reserve for temporary salaries and \$14,800 be placed on reserve for other materials and supplies. The Budget Analyst concurs with these reserve recommendations totalling \$47,270 and the conditions for the release of the proposed reserved funds and notes that the Registrar would have to request that the Finance Committee release these funds prior to the expenditure of such monies.

4. The Mayor's Office also recommended that \$22,500 be placed on reserve for computer equipment purchase pending EIPSC approval. EIPSC approved the Registrar's request for this equipment on January 31, 1990. The Budget Analyst recommends that the proposed Supplemental Appropriation Ordinance be amended to delete the language placing \$22,500 on reserve for computer equipment purchase.

5. As mentioned above, \$67,400 of the proposed supplemental appropriation would come from Office of the Registrar salary savings. Ms. Wong reports that the Registrar had one Division Manager position at Step 5 and one Division Manager position at Step 1 unfilled from July 1, 1989 through January 26, 1990. The salary savings for these two positions for these 15 pay periods was \$29,325 for the Step 5 position and \$24,165 for the Step 1 position. The Executive Secretary position is still not filled and at this time the salary savings for 19 pay periods through March 26, 1990 would be \$19,608. The total salary savings for the three positions is \$73,098. The Budget Analyst recommends that the proposed Supplemental Appropriation Ordinance be amended to increase the reappropriated salary savings funds by \$5,698 from \$67,400 to \$73,098 and to reduce the amount of the requested General Fund - General Reserve monies from \$303,300 to \$297,602.

Recommendations: 1. Amend the proposed Supplemental Appropriation ordinance to delete the language in line 5 of the legislation placing \$22,500 on reserve for data processing/word processing equipment purchase since this equipment has been approved by the EIPSC.

2. Amend the proposed Supplemental Appropriation Ordinance to increase the reappropriated salary savings funds by \$5,698 from \$67,400 to \$73,098 and to reduce the amount of the requested General Fund - General Reserve monies by \$5,698 from \$303,300 to \$297,602.

3. Approve the proposed Supplemental Appropriation Ordinance, as amended.

Items 6 and 7 - File 101-89-105 and 102-89-19

Department: District Attorney (DA)

Items: Supplemental Appropriation Ordinance (File 101-89-105) to increase the District Attorney's 1989-90 budgets for permanent salaries, temporary salaries, fringe benefits, telephone services and the Career Criminal Prosecution program project budget.

Ordinance to amend the Annual Salary Ordinance (File 102-89-999) to create one new position.

Amount: \$456,000

Source of Funds: General Fund - General Reserve

Description: The proposed amendment of the 1989-90 Annual Salary Ordinance (File 102-89-19) would create one new position of 8171-Law Office Manager at a single step biweekly salary of \$2,993 (total annual salary would be \$77,818). This position was classified at the September 18, 1989, Civil Service Commission meeting.

The proposed supplemental appropriation ordinance (File 101-89-105) would fund partially this new position and other costs as follows:

Permanent Salaries - Miscellaneous
Criminal and Civil Prosecution
Division (\$85,311 for general
prosecution and \$20,599 for the
Repeat Sexual Offender Program) \$105,910

Proposed new Law Office Manager 7,273

Subtotal Permanent Salaries \$113,183

Temporary Salaries - three attorneys 35,446

Mandatory Fringe Benefits 220,345

Telephone 36,446

Other Permanent Salaries - Miscellaneous
Career Criminal Prosecution Project 50,580

Total Proposed Supplemental
Appropriation \$456,000

BOARD OF SUPERVISORS
BUDGET ANALYST

The 1989-90 budget, as recommended by the Mayor, for the Criminal and Civil Prosecution Division included a reduction of three vacant Attorney and five vacant Investigator positions that the District Attorney kept vacant in order to meet Salary Savings budget requirements. These eight vacant positions were deleted, according to the Mayor's Office as part of the Mayor's budget deficit reduction plan. The Mayor's Office assumed that these reductions and salary savings requirements could both be met without requiring layoffs because savings in other areas of the District Attorney's 1989-90 budget could be transferred to the salary account to provide the funding necessary to pay existing staff that otherwise would have to be laid off to meet the 1989-90 salary savings budget requirement. However, the anticipated savings in other areas have not occurred and the District Attorney needs supplemental funding in the amount of \$85,311 to maintain current staff levels as follows:

Actual expenditures through 2/16/90	\$5,980,661
Actual expenditures 2/17/90 to 3/2/90	<u>364,130</u>
	\$6,344,791
Projected expenditures 3/3/90 to 6/30/90	<u>3,095,105</u>
	\$9,439,896
1989-90 Budget	<u>9,328,896</u>
Projected Deficit	\$111,000
Less surpluses transferred from other accounts	<u>19,682</u>
	\$91,318
Less estimated additional savings	<u>6,007</u>
Proposed supplemental funding	\$85,311

The DA has been receiving grant funding for the Repeat Sexual Offender program for three years but those grant funds will terminate on March 30, 1990. In order to continue this program, the DA is proposing to fund \$20,599 for one Principal Attorney position from April 1, to June 30, 1990. The Repeat Sexual Offender Program targets specific individuals who are repeat sexual offenders as defined by prior convictions for sexual assault or for offenses involving multiple victims. The purpose of the Repeat Sexual Offender Program is to enable one DA attorney to handle these cases which benefits the victim, to achieve the maximum possible sentence for these repeat sexual offenders and to reduce the amount of time required to move these cases through the criminal justice system. According to Peter Kling of

BOARD OF SUPERVISORS
BUDGET ANALYST

the DA's Office, the Repeat Sexual Offender Program has been successful in achieving over a 95 percent conviction rate on these cases and significantly longer prison sentences for identified repeat sexual offenders. Mr. Kling reports that one DA attorney assigned to the Repeat Sexual Offender Program handles approximately 11 to 12 of these cases per year.

The 1989-90 budget deleted a A563 Administrator-District Attorney's Office position because the proposed new position of 8171 Law Office Manager (File 102-89-19) was being developed to assume office management functions in the District Attorney's Office. The proposed Law Office Manager would be responsible for preparing the District Attorney's budget and to oversee fiscal planning, office automation and support staff development. The proposed supplemental appropriation includes \$7,273 that would fund this new position for six biweekly pay periods from April 9, through June 30, 1990.

The proposed supplemental appropriation includes a request for \$35,446 to increase the 1989-90 Temporary Salary account to temporarily replace two employees on maternity leave and one employee absent due to an extended illness effective April 2, 1990 (three attorneys).

Although the 1989-90 budget for the Criminal and Civil Prosecution Division permanent salaries account reflected a decrease (before standardization) of \$7,636 from the 1988-89 budget and a decrease in temporary salaries of \$182,576, the fringe benefit account decreased by \$399,758 or at a rate of 210 percent (\$399,758 divided by the sum of \$7,636 and \$182,576) of the permanent and temporary salaries decreases. The normal rate of fringe benefits automatically budgeted by the City's computers is 20 to 30 percent of salaries. This great discrepancy (20 to 30% versus 210%) is partially explained by a coding error in computing retirement contributions for investigators. Because of this error and other unexplained causes for excessive reductions of the DA's 1989-90 budget for fringe benefits, the DA is requesting an additional \$165,623 to cover fringe benefit computational errors. The \$220,345 total supplemental appropriation request for fringe benefits represents the \$165,623 shortfall due to computational errors and \$54,722 which corresponds to salary increases requested in the proposed supplemental appropriation.

BOARD OF SUPERVISORS
BUDGET ANALYST

In past years, the DA has had savings in other accounts that could be used to make up for deficits in the budget for telephone costs. For 1989-90, savings in the other accounts have not been realized and an additional \$36,446 is being requested to continue telephone service for 1989-90.

The 1989-90 budget included a 21 percent salary savings requirement for the Career Criminal Prosecution Unit which has only nine positions, thus requiring an average vacancy rate of 1.9 positions. In prior years, the DA was not able to achieve this high (21%) rate of salary savings but had other savings that were used to compensate for not being able to fill 1.9 vacant positions at all times. However, those other savings are not available in 1990-91 and, therefore supplemental funding in the amount of \$50,580 is to reduce the salary savings budget requirement based on actual expenditures through January 19, 1990. The DA has provided more current expenditure information that projects a revised deficit of \$47,199, in lieu of \$50,580, as follows:

Actual expenditures through 2/16/90	\$314,841
Actual expenditures 2/17/90 to 3/2/90	<u>17,948</u>
	\$332,789
Projected expenditures 3/3/90 to 6/30/90	<u>152,558</u>
	\$485,347
1989-90 Budget	<u>438,148</u>
Projected deficit	\$47,199

Comments:

1. The earliest the proposed supplemental appropriation ordinance could finally be approved is April 9, 1990. Therefore, the earliest the three temporary positions could be hired is April 9, 1990, which would require a lesser amount of funding than the \$35,446 requested. The actual amount needed for the period from April 9 through June 30, 1990, is \$33,361.

2. The Budget Analyst notes that the \$20,599 proposed General Fund funding for the Repeat Sexual Offender Program is a Program that has been funded through the State Office of Criminal Justice Planning for the past three years. The continuation of this Program with General Fund monies is a policy decision for the Board of Supervisors. According to Ms. Mary King of the DA's Office, the DA's proposed budget for fiscal year 1990-91 includes salary and fringe benefit funding for one Attorney to continue the Repeat Sexual Offender Program with General Fund monies.

BOARD OF SUPERVISORS
BUDGET ANALYST

Recommendation: Approval of the proposed \$20,599 of General Fund monies to continue a previously funded grant Repeat Sexual Offender Program is a policy matter for the Board of Supervisors.

Amend the proposed supplemental appropriation ordinance (File 101-89-105) to reduce the request for Temporary Salaries by \$2,085 from \$35,446 to \$33,361, as discussed in Comment 1 above and to reduce the request for Career Criminal Prosecution Unit salaries by \$3,381 from \$50,580 to \$47,199, as detailed in the Description above and approve the proposed supplemental appropriation ordinance as amended.

Approve the proposed ordinance (File 102-89-19) to amend the Annual Salary Ordinance.

Items 8 and 9 - Files 101-89-106 and 64-90-5

Department: Arts Commission

Item: Supplemental Appropriation (File 101-89-106) for rental of property, other services, telephone and services of Real Estate Department.

Resolution authorizing a new lease (File 64-90-5) at 25 Van Ness Avenue for the Arts Commission.

Amount : \$61,379

Source of Funds: General Fund - General Reserve

Description: The Arts Commission is requesting this supplemental appropriation (File 101-89-106) and resolution authorizing a new lease (File 64-90-5) to allow the Arts Commission to relocate its central office from 45 Hyde Street to 25 Van Ness Avenue and to relocate the Arts Commission's State/Local Partnership Program office from 1095 Market Street to 25 Van Ness.

The Arts Commission proposes to lease approximately 6,217 square feet at 25 Van Ness Avenue at approximately \$1.41 per sq. ft. for a total average monthly cost of \$8,794 (This is an average cost per square foot for the entire space; one of three suites for the first year would rent at a different rate than the other two). The annual cost for the lease would be \$105,528 for Fiscal Year 1990-91. The lease, which would be with Bay West Landmark Investors (the lessor), would commence April 1, 1990 or as soon thereafter as approved by the City and would end June 30, 1995 (a period of approximately 63 months). The lessor agrees to provide electricity, utilities and janitorial services. There would be an automatic rental increase annually of 6.5 percent in the lease.

The proposed supplemental appropriation (File 101-89-106) would provide funds for the proposed lease for the period April through June 1990 and the related costs associated with the proposed move of the Arts Commission as follows:

Rental of Property	\$26,379
Moving Expenses	15,000
Telephone Installation	15,000
Services of Real Estate Dept.	<u>5,000</u>
Total	\$61,379

BOARD OF SUPERVISORS
BUDGET ANALYST

Analysis:

The Arts Commission is proposing that its staff from the Arts Commission office at 45 Hyde Street and staff from the Arts Commission's State/Local Partnership Program at 1095 Market Street be moved to 25 Van Ness Avenue. The Arts Commission would be moving 17 full-time employees plus, on average, four interns from 45 Hyde Street and four additional staff would be moving from 1095 Market Street for a total of 25 employees. Currently, between those two locations the Arts Commission has a total of 2,812 sq. ft. This space includes approximately 817 sq. ft. of office space, storage space and a small conference room at 1095 Market Street. The City makes no rental payments for either of these existing two locations because 45 Hyde Street is a City-owned facility and because the rent at 1095 Market Street is paid out of the Public Arts Fund.

The proposed space at 25 Van Ness Avenue includes three suites totalling 6,217 sq. ft. (Suites 70, 240 and 430). This space is approximately 63 percent larger than the combined office space at the other two locations (2,812 sq. ft.) and the storage space utilized at Pier 70 (1,000 sq. ft.). If the 1,200 sq. ft. at the Main Library that the Arts Commission used as its main meeting space before the earthquake is included, then the proposed space is 24 percent larger. Since the City is paying no rent at the other two locations, the annual cost of \$105,028 would be a totally new expenditure by the City.

Of the proposed new 6,217 sq. ft. at 25 Van Ness Avenue, the Arts Commission would use approximately 3,707 sq. ft. (60 percent) for office space or approximately 148 sq. ft. per employee. The remaining 2,510 sq. ft. is located in the basement of 25 Van Ness Avenue and would be used for a large conference room (1,005 sq. ft.), a smaller room that would be used for meetings and as a slide and screening room space (505 sq. ft.) and for storage of the City's art collection (1,000 sq. ft.). Therefore, this latter space would not be used as office space for Arts Commission employees.

Comments:

1. The Arts Commission originally began to seek a new location for its offices because they were advised by the Public Library, which owns 45 Hyde Street, that the space occupied by the Arts Commission in that building was needed by the Public Library. The Public Library had requested the Arts Commission's space because the damage caused to the Main Library by the October 17, 1989 earthquake has seriously limited public accessibility to the Main Library's collection and the Public Library was seeking to increase access to the collection by moving part of the collection or Public Library staff into the 45 Hyde Street space currently occupied by the

BOARD OF SUPERVISORS
BUDGET ANALYST

Arts Commission. While the Public Library is still uncertain of its final plans to handle the problems caused by the earthquake, at this time the Public Library has notified the Arts Commission that the Public Library no longer requires the space now being occupied by the Arts Commission at 45 Hyde Street and that, therefore, the Arts Commission does not have to move.

2. However, according to Ms. Claire Isaacs of the Arts Commission, the Arts Commission feels this proposed move is still justified for the following reasons:

1) The Arts Commission offices at 45 Hyde Street are inaccessible to disabled persons because there is no elevator at 45 Hyde Street. Since the Arts Commission is a recipient of Federal and State grants, programs funded by these grants must be accessible to the disabled in order for the Commission to maintain its eligibility for these grants. Additionally, the Arts Commission and the programs it offers are not serving the needs of the general community, regardless of its eligibility for grant funds, by being located in a building that is not accessible to the disabled.

2) Storage space at 45 Hyde Street for the City's art collection is inadequate and parts of the collection have to be stored throughout the office in an insecure manner that leads to a continual risk of damage to the collection. Items must also be carried up and down the stairs at 45 Hyde Street. The space at 25 Van Ness Avenue would provide a larger, more secure space for this valuable collection (Ms. Isaacs estimates the value of the collection at \$10 million) and allow the Arts Commission to move some of its collection and files from its downtown storage site located at Pier 70. Since all City departments can borrow art from the collection for their offices, having the collection at 25 Van Ness Avenue would facilitate the departments in their efforts to view and obtain this art.

3) The Arts Commission has no meeting room space at 45 Hyde Street and staff must waste a great deal of time in arranging for meetings throughout the City. Over the past year, the Arts Commission has utilized 23 locations throughout the City for its full Commission meetings and for its 12 Committees. Because of the difficulty in scheduling these meetings and lack of adequate meeting space, Ms. Isaacs feels that the Arts Commission has trouble meeting State regulations requiring open access to public meetings. At times, the Arts Commission has

BOARD OF SUPERVISORS
BUDGET ANALYST

had to have meetings in the hallways which have blocked fire exits and are a violation of the Fire Codes. The space at 25 Van Ness Avenue would have both sufficient meeting and conference room space.

3. According to Ms. Elaine Warren of the City Attorney's Office, Federal regulations require that any program which receives federal funds must be accessible to the disabled. However, the Federal regulations do not require that every City building be made structurally accessible to the disabled but that departments receiving Federal funds are required to make their programs accessible to disabled persons. Ms. Warren adds that the regulations would not require the Arts Commission to move its offices but that the Arts Commission must make some provision in order that its programs which receive federal funding are accessible to the disabled.

4. Ms. Isaacs reports that she has received a letter from Mr. Richard Evans, Director of Public Works, indicating that the Bureau of Architecture, which is located at 45 Hyde Street, is expecting to hire additional personnel and would be interested in occupying the Arts Commission space if the Arts Commission moves to 25 Van Ness Avenue. However, the Budget Analyst notes that any such expansion of space by the Bureau of Architecture at 45 Hyde Street would have to be approved by the Public Library. As mentioned above, the Public Library is still deciding on its space requirements and priorities due to the damage caused by the October 17, 1989 earthquake.

5. In addition to its staff moving from 45 Hyde Street to 25 Van Ness Avenue, the Arts Commission is also proposing that the staff of the Arts Commission's State/Local Partnership Program move from its offices located at 1095 Market Street to 25 Van Ness Avenue. The four staff at 1095 Market Street occupy approximately 617 sq. ft. of office space and have a small conference room of 200 sq. ft. The rent at this location is \$525 per month or \$6,300 annually. These rental funds are paid from the proceeds of the summer Pops Concerts at Civic Auditorium. According to Ms. Leah Forbes, the Arts Commission staff member working with the State/Local Partnership Program, the State/Local Partnership Program would contribute no funds for the \$105,528 in annual rent costs at 25 Van Ness Avenue.

6. The 3,707 sq. ft. at 25 Van Ness Avenue that would be used for office space approximates the current combined space of 3,634 sq. ft. of the Arts Commission offices at 45 Hyde Street and 1095 Market Street. The additional space the Arts Commission would be receiving is the basement suite which,

BOARD OF SUPERVISORS
BUDGET ANALYST

as mentioned above, would be used for a conference room, a meeting room and storage space. Ms. Isaacs reports that she has received letters from a number of City departments located at 25 Van Ness Avenue in support of the Arts Commission receiving the conference and meeting space because those departments have insufficient meeting space of their own and they would like to have access to the Arts Commission space. Ms. Isaacs states that the Arts Commission would be more than willing to make this space available to other City departments when it is not being utilized by the Arts Commission.

7. Currently, the Arts Commission has a small storage room at 45 Hyde Street for the City's art collection and a 1,000 sq. ft. storage facility for the art collection and Arts Commission files at Pier 70. The use of this latter facility has been donated to the Arts Commission by the Port of San Francisco. Approximately 1,000 sq. ft. of the space at 25 Van Ness Avenue would be used for the storage of the City's art collection. The Arts Commission would still keep the storage space at Pier 70 for parade floats and other large items but would move individual pieces of art and their files to 25 Van Ness Avenue. At a cost of \$1.34 per sq. ft. for the basement suite (Suite 70), the City would therefore be paying \$1,340 per month or \$16,080 per year for the storage of the art collection.

8. Mr. Tony DeLucchi of the Real Estate Department reports that the Real Estate Department provided approximately 77 hours of service to the Arts Commission to find a location for the Arts Commission and draw up the proposed lease. At an hourly rate, including fringe benefits, of \$65 for a Real Property Officer, the amount requested for services of the Real Estate Department is approximately \$5,000.

9. The proposed supplemental appropriation includes \$15,000 for moving expenses. Ms. Isaacs reports that the moving cost estimate is based on discussions with several movers and that \$12,000 would be used to move the office space and \$3,000 to move the art collection. Because of the size of this contract, the moving contract would be competitively bid.

10. According to Appendix E, Section 6 of the City Charter, "The Board of Supervisors may increase the certificate fee [of the Street Artist Program] when necessary in order to finance the costs of the Art Commission in administering and enforcing the provisions of this ordinance." There are three Arts Commission employees which includes one clerical worker at 45 Hyde Street responsible for the Street Artist Program. Given the estimate of 148 sq. ft. per employee for each of the three employees, for a total of 444 sq. ft., and an

BOARD OF SUPERVISORS
BUDGET ANALYST

approximately 100 sq. ft. reception area, the Street Artist Program would occupy approximately 544 sq. ft. of the space at 25 Van Ness Avenue. At an average cost for the entire space at 25 Van Ness Avenue of \$1.41 per sq. ft., the cost of this Street Artist Program space would be \$767 per month or \$9,204 annually. The Budget Analyst recommends that the calculation of administrative costs for the next Fiscal Year for the Street Artist Program include the costs of rental space for the Street Artist Program space at 25 Van Ness Avenue. However, any increase in the certificate fee, whether justified by an increase in administrative costs or not, is a policy matter for the Board of Supervisors. Based on current annual costs of approximately \$100,000 for the Street Artist Program, inclusion of the lease costs would result in an approximate nine percent increase in administrative costs, without a corresponding reduction in any other costs.

11. The proposed supplemental appropriation includes \$26,379 for three months rent for the space at 25 Van Ness Avenue during Fiscal Year 1989-90. The proposed lease states that payments will begin 15 days after the Mayor's signature of the lease. The earliest the lease could be signed by the Mayor would be April 10, 1990 and payments would therefore not be required until April 25, 1990. This would result in the City only having to pay 20 percent of the rent for April (6 days of 30 days). Also, the proposed supplemental includes funds for all three suites (Suites 70, 240 and 430) at 25 Van Ness Avenue but the lessor is not charging rent for April and May for Suite 430. The change in the starting date of the lease and the free rent for April and May for Suite 430 would reduce the amount required for the supplemental appropriation. The supplemental appropriation should include \$15,560 for rental for Suites 70 and 240 for the last six days of April and the months of May and June and \$1,722 for the rental of Suite 430 for the month of June for a total of \$17,282 not \$26,379. Therefore, if approved, the proposed Supplemental Appropriation Ordinance should be amended to be reduced by \$9,097 to reflect the correct amount of rent owed.

12. The proposed supplemental appropriation includes \$15,000 to pay one time costs for the purchase of telephone equipment and installation. Mr. Dennis Rumsey of the Arts Commission reports that the City Bureau of Telecommunications has assisted the Arts Commission in obtaining an estimate of \$12,000 for the purchase and installation of the needed phone equipment. If approved, the proposed Supplemental Appropriation Ordinance should be amended to reduce by \$3,000 from \$15,000 to \$12,000 the amount provided for the purchase and installation of telephone equipment.

BOARD OF SUPERVISORS
BUDGET ANALYST

Recommendations: 1. The Budget Analyst believes that since the Arts Commission is no longer being requested to vacate 45 Hyde Street by the Public Library, that the desire by the Arts Commission to obtain a new lease with increased meeting and storage space does not provide by and of itself appropriate justification at this time for the proposed supplemental appropriation and lease. As previously noted, since the City pays no rent now for the existing space of the Arts Commission, the expected annual lease cost of \$105,528 is a totally new General Fund cost.

However, the Budget Analyst believes that approval of the proposed lease and supplemental appropriation, based on the lack of accessibility for the disabled at 45 Hyde Street, is a policy matter for the Board of Supervisors.

2. If the Board of Supervisors approves the proposed legislation, the Budget Analyst recommends that the legislation be amended so that the proposed supplemental appropriation be amended to reduce the funding by a total of \$12,097 (\$9,097 for reduced rental costs and \$3,000 for reduced telephone costs) from \$61,379 to \$49,282.

Item 10 - File 7-90-4

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution to approve a modification to Municipal Railway Contract No. MR-1005 to furnish and install replacements for depression beams for the City's Cable Car System.

**Amount of
Modification:** \$281,000

**Amount of
Original Contract:** \$841,000

Source of Funds: Federal Urban Mass Transportation Act Section 9 Funds

Description: This contract to furnish and install replacements for depression beams for the City's Cable Car System is part of the Municipal Railway's (MUNI) current Capital Improvement Program (CIP) for the rehabilitation of Fixed Facilities. The CIP has been designed to lower future maintenance costs and reduce equipment downtime. Recommended work will include utility repairs within the Cable Car Barn, track work, repairs to the maintenance equipment, circulation improvements and minor traction modifications.

The depression beam is presently a necessary and vital part of the cable car system. The mechanism which consists of depression pulleys mounted on a heavy swinging depression beam serves to hold the cable in place below the street level on concave sections of the cableway. In order to allow sufficient room for the grip of a passing cable car, the depression beam moves out of the path of the passing grip momentarily, and swings back to its original position over the cable. The movement, due to the fast acceleration and deceleration, causes severe stresses in the beam. These stresses have caused many of the new beams to fail in service.

Since the cable car system was restored to service in 1984, the frequency of beam failures has caused the stock of spare depression beams to be completely depleted and the excessive repair frequency has kept a substantial portion of the maintenance crew occupied, causing other sections of the system to suffer from lack of adequate attention.

BOARD OF SUPERVISORS
BUDGET ANALYST

The amendment to the existing contract would increase the quantity of various parts needed to repair the Cable Car System as follows:

<u>Item Description</u>	<u>Additional Quantity</u>	<u>Unit Price</u>	<u>Increased Amount</u>
Depression Beam Pits	28	\$1,000	\$28,000
Single Offset Slot	12	13,000	156,000
Double Offset Slot	5	15,000	75,000
Spring Type Beam	(1)	(10,000)	(10,000)
Install New Offset Slots	17	2,000	34,000
Install Spring Type Beam	(1)	(2,000)	(2,000)
Totals	60		\$281,000

MUNI engineering staff has identified additional locations at which depression beams can be replaced by offset slot depression devices as identified above. Since the additional cost of \$281,000 for the added replacement parts is approximately 33 percent greater than the original contract amount of \$841,000, approval of the Board of Supervisors is required.

Comments:

1. The existing contract was awarded to Anderson Pacific Engineering. According to Mr. John O'Neill of MUNI, 60.34 percent of the contract cost is paid to Orecor for fabrication work. Orecor qualifies as a Minority Business Enterprise (MBE) contractor. Mr. O'Neill advises that Orecor should receive the same 60.34 percent of the proposed contract amendment which is the subject of this legislation.

2. According to Mr. O'Neill, the construction phase of the contract with the subject amendment of this legislation will be completed in five months as follows:

Completion Date

Pilot Installation of Depression Beams	Completed
Completion of Fabrications	May 1990
Completion of Installations	August 1990

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 11 - File 28-90-7

Department: San Francisco Fire Department
Department of Public Works (DPW)

Item: Resolution authorizing the Fire Department to perform emergency repair work to restore the integrity of a ten-inch high-pressure water main.

Amount : Estimated not to exceed \$100,000

Source of Funds: 1986 Fire Protection Bond Issue Fund

Description: The Fire Department reports that a ten-inch high-pressure water main broke on Clay Street between Davis Street and Front Street, causing minor damage to the pavement and roadway. According to the Fire Department, the damage incurred posed a hazard to the safety and welfare of the public.

The Fire Department formally declared that an emergency condition existed due to the broken high-pressure water main on March 13, 1990.

Mr. Robert Jew of DPW, Bureau of Engineering, reports that the Department is preparing the engineering design for the repair work to the high-pressure water main and resulting damage. The estimated cost of the engineering design service is \$12,000. Mr. Jew advised that DPW, in accordance with Section 6.30 of the Administrative Code, is using expedited procedures to issue a request for bids for the necessary construction work required for the repair of the high-pressure water main. These procedures include the recruitment of Minority Business Enterprise and Women Business Enterprise firms to submit bid proposals. According to Mr. Jew, the Department anticipates that a contractor will be selected by April 13, 1990. As of the writing of this report, DPW was unable to provide an estimate of the cost for labor and construction on this project.

Comment: The Fire Department believes that the October 17, 1989 earthquake may have been a contributing factor in the damage to the high-pressure water main. Mr. Jew reports that DPW will investigate the possibility of reimbursement from the Federal Emergency Management Agency (FEMA), for the costs to repair the high-pressure water main.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 12 and 13 -Files 84-90-1 and 84-90-1.1

- Department:** Real Estate Department
Public Utilities Commission (PUC)
Municipal Railway (MUNI)
- Items:** Resolution adopting a Final Negative Declaration which finds and determines that the proposed acquisition of property and construction of a Municipal Railway facility in the area generally bounded by Army, Indiana, Marin, Tennessee Streets, I-280 and Islais Creek Channel will have no significant impact on the environment (File 84-90-1).
- Resolution authorizing acquisition of property for the site of a new Municipal Railway (MUNI) bus storage and maintenance facility, and approval of findings pursuant to City Planning Code Section 101.1 (File 84-90-1.1).
- Location:** The proposed property is located in an area generally bounded by Army, Indiana, Marin, Tennessee Streets, I-280 and Islais Creek Channel (see attached map). The proposed property to be acquired is to be included with other property to be acquired from the Port Commission, the State Department of Transportation (CalTrans) and Department of Public Works (DPW).
- Property Description:** City and County of San Francisco Assessor's Parcels No. Block 4352, Lot 7 and Block 4381, Lot 1. The proposed property to be purchased consists of 170,000 sq. ft. or 3.903 acres. The property is owned by Granex Corporation USA and is currently zoned heavy industrial (M-2).
- Amount:** The purchase price of the proposed property is \$4,750,000, in addition to estimated hazardous waste cleanup cost of \$150,000 for a total cost of \$4,900,000, which has been determined to be fair market value by the Director of Property. The cost of the property to the City would be approximately \$28.82 per sq. ft.
- Funding Source:** San Francisco Municipal Railway Improvement Corporation

BOARD OF SUPERVISORS
BUDGET ANALYST

Description:

The Municipal Railway (MUNI) proposes to establish a Diesel Coach Operating Division and Central Maintenance Facility to house the storage, routine maintenance and dispatching of a fleet of up to 200 diesel coaches. This facility would house the heavy repair functions for MUNI's entire fleet of 500 coaches, which would be brought to the site when repairs are needed.

The entire area for the new facility would be approximately 12.711 acres in size and would be acquired from the following jurisdictions:

Department of Public Works	2.441 acres
Port of San Francisco	3.813 acres
CalTrans	2.554 acres
Granex Corporation USA *	<u>3.903 acres</u>
Total	12.711 acres

* subject of this legislation.

On May 5, 1989, the Department of City Planning issued a preliminary negative declaration for the proposed new MUNI facility and on June 20, 1989, the Department of City Planning adopted and issued a Final Negative Declaration for the proposed development. The Department of City Planning will monitor any mitigating measures as adopted by the Board of Supervisors as the result of action taken on this legislation (File 84-90-1).

Comments:

1. The assessed valuation of the property to be acquired is \$3,583,355. Based on the 1989-90 tax rate of \$1.09 per \$100 of assessed valuation, the taxes paid to the City total \$39,059 annually.
2. The Real Estate Department has signed a memorandum of agreement with Granex Corporation USA which calls for the purchase of the proposed property for \$4,750,000. Other costs pertaining to the acquisition include \$150,000 for the cleanup of hazardous waste on the proposed acquisition, \$100,000 for toxic evaluation for the entire 12.711 acre site to be acquired, \$72,000 for services of the Real Estate Department including \$12,000 in closing costs, and \$28,000 for contingencies. The total acquisition and related costs for the project as approved by the Public Utilities Commission are \$5,100,000.

3. The PUC has authorized the Department of Real Estate to negotiate long-term leases with the Port Commission, DPW and CalTrans for the several parcels adjacent to the Granex parcel that will complete the approximately 13-acre assemblage needed for the new MUNI facility to house and repair its diesel buses.

4. The San Francisco Municipal Railway Improvement Corporation (SFMRIC) Board has agreed to appropriate the \$5.1 million total acquisition and related costs for this project. The PUC has approved a resolution of intent to use the proceeds of the sale from MUNI's Kirkland Division bus yard property to repay SFMRIC the \$5.1 million for the proposed property. The Kirkland Division bus yard property has been valued at approximately \$20 million.

5. The Department of City Planning has reported that the acquisition of the proposed property is in conformity with the City's Master Plan and consistent with the eight priority policies of City Planning Code Section 101.1.

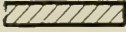


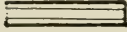
Recommendation: Approve the proposed resolutions.

SITE MAP

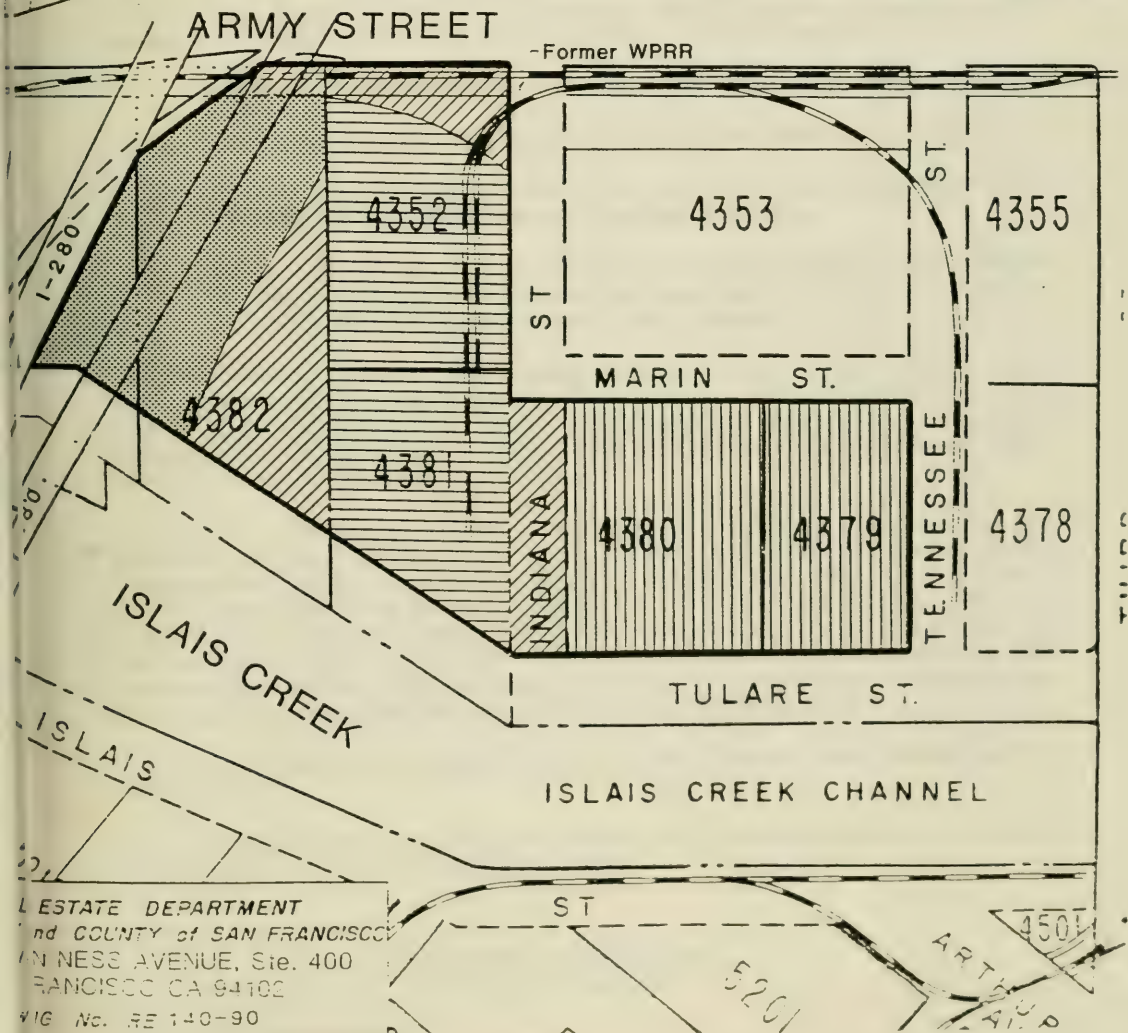
0 FEET 600

JURISDICTION

AREA

	D P W	106,347 sq.ft. (2.441 Ac.)
	Port	166,080 sq.ft. (3.813 Ac.)
	State	111,263 sq.ft. (2.554 Ac.)
	GRANEX	170,000 sq.ft. (3.903 Ac.)

TOTAL 553,690 sq.ft. (12.711 Ac)



ESTATE DEPARTMENT
and COUNTY of SAN FRANCISCO
IN NESS AVENUE, Ste. 400
SAN FRANCISCO CA 94102
VIG No. RE 140-90

Items 14 and 15 - Files 170-90-2 and 170-90-3

1. The proposed resolution (File 170-90-2) would provide for the issuance of \$59.7 million in General Obligation bonds for the Public Safety Improvement Project, including the initial issuance of \$20.5 million of these bonds. The total \$59.7 million of Public Safety Improvement bonds were approved by the electorate in Proposition A on November 7, 1989. The proposed resolution (File 170-90-3) would authorize and direct the sale of \$20.5 million of the Public Safety Improvement Project bonds and additionally would authorize and direct the sale of \$6.6 million of Library Facilities Project bonds. The total \$109.5 million of Library Facilities Project bonds were approved by the electorate in Proposition A on November 8, 1988.

2. In addition to providing for the issuance of the \$59.7 million Public Safety Improvement Bonds and the initial issuance of \$20.5 million of these bonds, the proposed resolution (File 170-90-2) would provide for the following:

- Authorize the execution, authentication and registration of these bonds.
- Provide for levying a tax to pay the principal and interest on the bonds.
- Provide that the City Treasurer may appoint fiscal agents or financial institutions to distribute bond interest payments.
- Provide for the establishment of the General Obligation Bonds Public Safety Improvement Project Fund, as a separate fund to account for the Public Safety Improvement Bond proceeds.

The Public Safety Improvement Project Bonds are to be issued in two or more series up to the total principal amount of \$59.7 million with a rate of interest not to exceed 12 percent. The Public Safety Improvement Project Bonds are to be designated the City and County of San Francisco General Obligation Bonds, Series 1990B (Public Safety Improvement Project).

3. The proposed resolution (File 170-90-3), in addition to authorizing and directing the sale of the \$20.5 million initial series of the Public Safety Improvement Bonds, would also authorize and direct the sale of \$6.6 million of Public Library Facilities Bond, designated the City and County of San Francisco General Obligation Bond Series 1990A (Library Facilities Project). In 1989, the City sold the first Public Library Facilities Bond issue for \$12.0 million. The proposed \$6.6 million of Public Library Facilities Bond would be the second issue of the total approved \$109.5 million Public Library Facilities Bond.

4. The proposed resolution (File 170-90-3) would also provide for the following:

- Authorize publication of the official notice relating to the sale of these bonds. The sale is to be held on May 2, 1990.

BOARD OF SUPERVISORS
BUDGET ANALYST

- Specifying the form and terms of the two issuances and authorizing the preparation of the bonds. Both the Series 1990A (Library Facilities Project) and Series 1990B (Public Safety Improvement Project) will pay interest not to exceed 12 percent per year and will mature on June 15, 2010. Interest will be paid semiannually beginning on December 15, 1990.

- Establishing Special Funds related to the bonds. Taxes collected to pay off the Series 1990A (Library Facilities Project) Bonds will be deposited in a Special Fund entitled General Obligation Bonds, Series 1990A (Library Facilities Project) Bond Fund. Taxes collected to pay off the Series 1990B (Public Safety Improvement Project) Bonds will be deposited in a Special Fund entitled General Obligation Bonds, Series 1990B (Public Safety Improvement Project) Bond Fund.

- Approving the official statement relating to the bonds. Copies of the official statement containing the particulars of the bond sale, including a statement of the financial condition of the City, shall be available to all bidders.

- Consenting to the submission of bids by the financial consultants and authorizing official action. Bonds will be awarded to the bidder whose bid represents the lowest interest cost to the City. Such award must be approved by the Board of Supervisors.

Comments

1. According to Mr. Robert Kenealey of the City Attorney's Office, the proposed resolutions meet the technical requirements for issuing and selling General Obligation bonds that have already been approved by the electorate. Approval of these resolutions would permit the issuance of the bonds, sale of the bonds and the depositing of bond proceeds in the designated Special Funds. However, all future appropriations of these Bond Fund monies would be subject to separate approval by the Mayor and the Board of Supervisors through Supplemental Appropriation Ordinances.

2. Mr. Kenealey reports that an Amendment of the Whole will be introduced at the Finance Committee meeting on March 28, 1990 to increase the Library Facilities Project Bond sale by \$400,000 from \$6.6 million to \$7.0 million. The increase of \$400,000 is a result of an additional \$250,000 for a portion of the Art Enrichment Project Budget and \$150,000 to cover the budgeted staffing costs, with bond funds, created in the Public Library's 1989-90 annual budget. Mr. Russell Abel of the Department of Public Works reports that the \$250,000 would be used to convene an artists selection committee and to initially fund the art work to be created. The total Art Enrichment Project Budget will be jointly determined by the Arts Commission and the Department of Public Works, based on an estimated two percent of the construction costs of the Main Library.

3. The proposed resolutions state that the bonds will not exceed a maximum annual interest rate of 12 percent, as stated in each of the Propositions approved by the electorate. However, Mr. Peter Miller of the CAO's Office reports that he anticipates the bonds will be sold at approximately a 6.8 percent to 7.0 percent annual interest rate.

4. This legislation does not permit any bond fund expenditures. Any such expenditures must be subsequently appropriated by the Board of Supervisors.

5. As of the writing of this report, a detailed expenditure plan has not been submitted to the Board of Supervisors.

Recommendation

Since a detailed expenditure plan has not yet been submitted to the Board of Supervisors, approval of the proposed resolutions (File 170-90-3) are policy matters for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 16 - File 198-90-1

Department: Superior Court

Item: Resolution to increase the surcharge on first filings by \$30 from \$20 to \$50.

Description: Government Code Section 76381.5 and San Francisco Administrative Code Section 10.117-35 currently allow the Superior Court to charge a surcharge on first filings in civil and probate actions. The surcharge collected is deposited in the Courthouse Construction Fund that is used to assist in the acquisition, rehabilitation, construction and financing of courtrooms or of courtroom buildings containing facilities necessary or incidental to the operation of the justice system.

The proposed resolution would increase the surcharge on first filings by \$30 from the current \$20 to \$50.

The surcharge was initially established in 1983 at \$10 for Superior Court filings, and at \$5 for Municipal Court filings. In 1986, it was increased to \$20. Mr. Don Dickinson, Superior Court Administrator, reports that the surcharge resulted in a total of approximately \$4,995,000 being added to the Courthouse Construction Fund since its inception. Approximately \$1,628,000 of the Fund has been spent to date, leaving a balance of approximately \$3,367,000.

Mr. Dickinson indicates that the surcharge needs to be increased by \$30 from \$20 to \$50 (the maximum allowed by State law) to build up the Courthouse Construction Fund balance in anticipation of constructing a new courthouse. According to Mr. Dickinson, the State is preparing a proposition for the November, 1990 ballot to authorize the issuance of bonds that would provide funding for new courthouses. If those bonds are approved, the City will need to have a local match accumulated in order to obtain a portion of the proceeds of those bonds to construct a new courthouse in San Francisco. Mr. Dickinson estimates that a new courthouse will cost approximately \$100 million and will take five to six years to complete.

Recommendation: The proposed \$30 increase in the surcharge for first filings (from \$20 to \$50) is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 17 - File 100-89-1.13

Department: Public Library
Item: Release of a Reserve
Amount: \$2,875
Source of Funds: General Fund

Description: During the 1989-90 budget hearings, the Board of Supervisors placed a \$2,875 reserve of funds on one electric and five electronic typewriters for the Public Library. These funds were placed on reserve because the Public Library had plans to automate all of its operations. Therefore, it seemed inappropriate for the Public Library to be purchasing typewriters rather than computer equipment and it was recommended that the Library either request a supplemental appropriation of funds or secure outside grant funds to purchase the appropriate computer equipment.

The Public Library is now requesting release of funds to purchase one electric typewriter and four electronic typewriters for the following purposes:

<u>Typewriter</u>	<u>Purpose</u>
1- electric	Catalogue Dept. - To replace stolen manual typewriter used to type corrections and changes on catalogue cards.
1 - electronic	Periodical Processing Dept. - To replace manual typewriter used to type specific forms for bindery cards.
1 - electronic	Registration Dept. - To replace manual typewriter used to insert name and expiration date on library cards.
1 - electronic	Order Dept. - To replace manual typewriter used to type records, orders, invoices and memos to other Library departments regarding book orders.

BOARD OF SUPERVISORS
BUDGET ANALYST

1 - electronic

Janitorial Dept. - To type up
schedules and memos that are
currently handwritten.

Comments:

1. According to Ms. Karen Cox of the Public Library, the proposed purchase of typewriters is necessary because the existing manual typewriters need replacing, it will be several years before the Public Library is fully automated and the proposed work is best provided with typewriters rather than computers. In addition, Ms. Cox reports that during the past year, the Public Library purchased 17 new computers at a cost of approximately \$64,000 through the use of General Fund monies, a State Foundation Fund grant, a Partnership for Change grant and other State grants. The Public Library is also requesting five to ten additional computers in its fiscal year 1990-91 budget request. Ms. Cox reports that the current EIPSC Plan provides for one computer in each Library department and each branch library over the next three years.

2. The Budget Analyst notes that all of the proposed typewriters would replace current manual equipment except for one proposed electronic typewriter for the Janitorial Department. The Janitorial Department has previously handwritten their schedules and memos and does not require typewritten materials. The Budget Analyst therefore recommends that this electronic typewriter be deleted from the requested release of reserve funds. If the Janitorial Department wants to type their schedules and memos, one of the existing manual typewriters that are currently being used by the Catalogue, Periodical Processing, Registration or Order Departments which would be replaced if the proposed release of reserve funds is approved, could be made available for the Janitorial Department's use.

3. The \$2,875 reserve included the cost for one electric typewriter at a cost of \$775 and five electronic typewriters at a cost of \$2,100, or \$420 for each electronic typewriter. The proposed request for release of funds includes one electric typewriter (\$775) and four electronic typewriters (\$1,680), for a total cost of \$2,455. The deletion of one additional electronic typewriter for the Janitorial Department would result in an additional reduction of \$420, or a total release of \$2,035 ($\$420 \times 3 + \775)

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
March 28, 1990

Recommendation: Reduce the requested release of reserve funds by \$840 from \$2,875 to \$2,035.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 18 - File 100-89-1.14

Department: Asian Art Museum

Item: Request to release reserved funds

Amount : \$4,458

Source of Funds: Previously appropriated Asian Art Museum General Fund monies reserved in FY 1989-90.

Description: During the budget hearings for FY 89-90, the Finance Committee of the Board of Supervisors recommended that \$4,458 included in the Asian Art Museum's budget request be placed on reserve pending final Civil Service Commission approval of the reclassification of an Associate Museum Conservator position.

Mr. Rand Castile, Director of the Asian Art Museum, reports that the Civil Service Commission approved the reclassification of the Associate Museum Conservator position on September 18, 1989. The Museum filled the position on a temporary basis October 2, 1989. The Civil Service Commission followed up approval of the position reclassification, by conducting a Civil Service examination and establishing an eligible list. The Asian Art Museum interviewed the three candidates from the eligible list and, on December 6, 1989, selected the first candidate on the list to permanently fill the Associate Museum Conservator position. The Museum now requests a release of the \$4,458 in reserve funds.

Comment: The \$4,458 budgeted for the Associate Museum Conservator position was based on the Museum's projection that the position would be filled by October 2, 1989. Since the position was filled (temporarily) on the projected date, the Museum requires the release of the entire \$4,458 placed on reserve. The annual salary range for the Associate Museum Conservator is \$35,568-\$43,810.

Recommendation: Approve the release of reserved funds in the amount of \$4,458.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 19 - File 100-89-1.15

Department: Fire Department

Item: Release of reserve

Amount: \$250,000

Description: In approving the Fire Department's 1989-90 Consent Decree unit budget, the Board of Supervisors appropriated \$417,180 to develop and administer promotional examinations, but reserved \$300,000 of that \$417,180 appropriation until contract details could be finalized. In November, 1989, the Board of Supervisors released \$50,000 of the \$300,000 on reserve (File 100-89-1.1) in order to pay CORE Corporation for developing and administering examinations for the classifications of H30 Captain and H40 Battalion Chief, leaving a balance of \$250,000 on reserve.

Three parts of the five-part H30 Captain and H40 Battalion Chief examinations were administered in January, 1990, and the remaining two parts were administered in February. However, some aspects of the examinations administered in February were challenged. Therefore, after making the appropriate adjustments, these examinations will be readministered in April, 1990. The proposed release of reserve on \$250,000 includes \$50,000 that is needed to readminister the examinations in April. Necessary expenses include rental of test facilities, payments to examination assessors for their services, their travel and their accommodations, payments for test proctor services and the services of a video consultant.

In addition to the \$50,000 needed to readminister examinations in April, \$200,000 is needed to contract with CORE Corporation to develop and administer examinations for H20 Lieutenant (\$100,000) and H4 Inspector (\$100,000) classifications. Each examination will cost \$100,000 for approximately 667 hours of consulting work at the rate of \$150 per hour. Development and administration of an examination consists of five phases, (1) job analysis, (2) test planning, (3) test development, (4) scoring key development and (5) training raters and scoring examinations. The Consent Decree unit expects to have a valid H4 Inspector eligibility list by the end of 1990 and the H20 Lieutenant examination by early 1991.

Recommendation: Release the reserve on \$250,000 as requested.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 20 - File 146-89-33.1

Department: Department of Public Health

Item: Release of reserve

Amount: \$166,000

Source of Funds: 1989 Federal Health Resources and Services Administration Grant

Description: On July 3, 1989, the Board of Supervisors approved DPH's \$355,952 Public Health Service Hospital AIDS/ARC Long-Term Care Renovation Project, Phase I, (File 146-89-33) and placed \$166,000 of these funds on reserve pending selection of the proposed architectural and engineering contractor. The DPH is converting the former U.S. Public Health Service Hospital located at Lake Street and 15th Avenue to a long-term care center for persons with AIDS. The renovated AIDS long-term care facility would provide skilled nursing care, hospice care, limited acute and ambulatory care, adult day health care and secured skilled nursing care. These services would become available in phases as the various portions of the renovation project are completed.

The DPH has now identified an architectural and engineering contractor to perform the planning, design and cost estimating services for Phase I of the project. The DPH, in conjunction with the Department of Public Works Bureau of Architecture, has issued Requests for Qualifications and has selected Fong & Chan Architects, Inc., based on the highest ranked proposal. The bidders and their scores is as follows:

<u>Name of Firm</u>	<u>MBE/ WBE/LBE</u>	<u>Base Score</u>	<u>Percent Preference</u>	<u>Effective Score</u>
Fong & Chan Architects	LBE/WBE	549	10%	604
Anshen & Allen	LBE	527	5	554
Design Partnership	LBE	513	5	539
ED-2 International	LBE	468	5	491

According to Mr. Jim Buker of DPW's Bureau of Architecture, the contract was awarded on a lump sum basis. The DPH reports that the total number of project hours for this contract is 2,550 hours, with an average rate of approximately \$65 per hour. The contract budget are as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Fong & Chan Architects	\$92,000
Hospital Programming Consultant	32,000
Structural Consultant	22,000
Mechanical/Electrical Consultant	<u>20,000</u>
Total Contract Budget	\$166,000

The hourly rates for the Fong & Chan Architects project staff are as follows:

	<u>\$/hr.</u>
<u>Fong & Chan Architects</u>	
Principal	90
Project Manager/Designer	70-80
Senior Draftsperson	60-70
Junior Draftsperson	38-48
Clerical	38

Comments:

1. The Human Rights Commission (HRC) has reviewed the proposals and has verified that Fong & Chan Architects, Inc., has submitted the highest ranked proposal eligible for the contract award. The HRC has confirmed that the firm is a qualified LBE/WBE.

2. The DPH states that Fong & Chan Architects began work on December 15, 1989 and is scheduled to complete the planning, design and cost estimating work on April 15, 1990.

Recommendation:

Approve the proposed release of reserved funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 21 - File 146-89-2.3

Department: Department of Public Health

Item: Release of reserve

Amount: \$320,000

Source of Funds: 1989 Federal Centers for Disease Control Grant

Description: On February 6, 1989, the Board of Supervisors approved DPH's \$8,589,345 AIDS Prevention and Surveillance Project for 1989 (File 146-89-2) and placed \$2,793,364 of these funds for contractual services on reserve pending selection of the proposed contractors. Subsequent to Board of Supervisors approval of the \$8,589,345 grant application, the Centers for Disease Control and DPH negotiated an actual grant amount of \$5,429,625, which included only \$495,084 out of the \$2,793,364 for the contractual service that were placed on reserve. In May of 1989, the Governmental Operations Committee approved the release of \$95,084 of the \$495,084 on reserve, leaving a balance of \$400,000 on reserve available for additional contractual services.

The DPH has issued Requests for Proposals and has selected the contractors to perform the Knowledge, Attitude, Beliefs and Behavior (KABB) surveys and the Minority Initiatives services totalling \$320,000, as follows:

KABB Surveys

San Francisco AIDS Foundation	\$ 95,000
Fairbank, Bregnan and Maullin	50,000
Asian American Health Forum	<u>150,000</u>
Subtotal KABB Surveys	\$295,000

Minority Initiatives

Asian American Health Forum	<u>25,000</u>
-----------------------------	---------------

Total Proposed Release of Reserved Funds	\$320,000
--	-----------

Comments:

1. According to Mr. Michael Bala of the DPH AIDS Office, the contractors have completed the provision of these services as of December 31, 1989, but have not yet been paid for the services. Mr. Bala indicates that the DPH had not requested the release of reserved funds earlier due to an administrative oversight. Mr. Bala reports that approval of the proposed release of reserved funds would allow the DPH to pay the contractors for services already provided. Since the costs have already been incurred, the request is being made on a retroactive basis.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Ms. Maria Lemus of the DPH AIDS Office states that the contractors were selected based on method of service, unit cost, experience and other factors. The San Francisco AIDS Foundation and the Asian American Health Forum are non-profit organizations. According to the Human Rights Commission, Fairbank, Bregnan and Maullin is not currently certified as an LBE, MBE or WBE.

Recommendation: Approve the proposed release of reserved funds.

Item 22 - File 146-90-14.1

Department: Department of Public Health (DPH), Emergency Medical Services Agency

Item: Release of reserve

Amount: \$19,295

Source of Funds: State Emergency Medical Services Authority (EMSA) Grant

Description: On February 26, 1990, the Board of Supervisors approved DPH's \$191,237 State EMSA grant for an analysis of the Bay Area emergency medical response to the October 17, 1989 Loma Prieta Earthquake (File 146-90-14) and placed \$19,295 of these funds for computer hardware and software on reserve pending approval by the Electronic Information Processing Steering Committee (EIPSC). EIPSC has reviewed DPH's request and has approved the following computer hardware and software, totalling \$21,091, as follows:

Hardware:

Compaq Desktop PC	\$3,250
1.44 Mb Floppy Drive	190
Math Co-processor	299
Compaq Color Monitor	485
Irwin Internal Tape Backup	498
Microsoft Mouse	105
Everex Internal Modem	160
Security Kit	45
Trip Lite Backup Power Supply	299
NEC Laser Printer	3,199
Cabling and magnetic media	150
Compaq Laptop PC with Carrying Case	<u>3,804</u>
Subtotal Hardware	\$12,484

Software:

MapInfo - Basic Software Modules	1,500
MapInfo - Import/Export and Edit Modules	890
GIS Files - maps	2,250
MapInfo Training	1,440 *
Foxbase + for PC	349
Foxgraph	375
Fox Software Training Manual	100
Freelance Plus Graphics	395
Norton Utilities	<u>65</u>
Subtotal Software	<u>7,364</u>
Total Computer Equipment	\$19,848
Sales Tax	<u>1,243</u>
Total Costs	\$21,091

* Not Subject to Sales Tax

Comments:

1. The computer equipment approved by EIPSC costs \$21,091 including sales tax, which is \$1,796 more than the reserved amount of \$19,295 available for the purchase of the computer equipment. According to Ms. Abbie Wiley of the DPH Emergency Medical Services Agency, \$1,751 of the \$1,796 of the difference will be funded by the Paramedics Division of DPH, and the remaining balance of \$45 (\$1,796 - \$1,751) will be funded by an allowance for miscellaneous expenses allowed in the State grant.

2. The EIPSC has determined the annual recurring cost for computer supplies and maintenance is approximately \$1,985. Ms. Wiley indicates the purchase of the computer equipment will be funded by the State grant, but the annual recurring cost will be absorbed within the DPH's existing budget and will not require additional funds.

Recommendation:

Approve the proposed release of reserved funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 23 - File 100-90-3

1. This item is for a hearing to consider a Children's Budget for the City of San Francisco.

2. In November of 1987, the Board of Supervisors and the Mayor adopted a ten-point Children's Agenda (File 371-87) that outlined broad policy directions for providing for the total needs of children in San Francisco. The ten-points were as follows:

- 1). Affordable housing for families
- 2). Plentiful child care resources
- 3). Safe, enriching recreation
- 4). High-quality public schools
- 5). Comprehensive social services
- 6). Accessible health care
- 7). State-of-the art libraries
- 8). Effective vocational programs
- 9). A rehabilitative juvenile justice system
- 10). Comprehensive planning and funding

3. On May 19, 1989, the Board of Supervisors approved a Resolution No. 357-89 proposing that certain actions be taken to address the needs of children through the City's budget process. These proposed actions included:

- 1). Endorsing the idea of developing an annual Children's Budget. This budget was envisioned to be a coordinated comprehension package of proposals which would cut across City departmental lines. The goal of the Children's Budget would be to implement a Children's Agenda and address the most pressing needs of the City's children, youth and families.
- 2). Urging the Mayor to present to the Board, as part of the annual budget proposal, a separate listing of all children's programs in his budget and the rationale for these programs.
- 3). Urging that the following guidelines be used in developing the Children's Budget package:
 - Preventing problems before they occur or before they escalate;
 - Targeting the highest-risk populations and highest-need areas of the City;
 - Preventing institutionalization whenever possible, and
 - Emphasizing community-based outreach strategies that are culturally specific.

BOARD OF SUPERVISORS
BUDGET ANALYST

- 4). Urging the Mayor to strengthen and expand over the next two years locally funded children's programs using local, State, Federal and other funds in the following areas:

- Latchkey programs;
- Teen recreation programs;
- Health outreach to the schools;
- Mental health prevention and outreach;
- Youth employment;
- Community-based delinquency prevention programs;
- Youth-oriented, preventative proactive police and streetwork programs;
- Residential and counseling programs for troubled adolescents;
- Child abuse prevention programs;
- Literacy programs;
- Services for homeless families;
- Childcare and early childhood development programs.

4. On February 6, 1990, Coleman Advocates for Children and Youth, a non-profit agency, submitted a Children's Budget Proposal, for the period 1990-91, to the Mayor and the Board of Supervisors. This budget proposal represents the second such proposal submitted by Coleman Advocates. The first budget proposal, for the period 1989-90, was submitted to the Mayor and the Board of Supervisors in February, 1989. The 1990-91 Children's Budget contains recommendations for children's programs which would be located within seven different City departments. The major programs proposed in the budget include:

- 1). Grants to neighborhood-based peer and parent support groups
- 2). Teen recreational programs
- 3). Latchkey programs for school-age children
- 4). Expansion of children's library service
- 5). Support for day care centers/vouchers for teen parents
- 6). Expansion of police protection for children
- 7). Transportation-free MUNI for children's programs
- 8). Arts program for youth
- 9). Shelter and support services for homeless families
- 10). Grandmother resource and respite program
- 11). Detoxification, residential treatment, support living programs for mothers with substance abuse problems
- 12). Foster/adoptive home recruitment and respite program
- 13). Residential drug treatment for youth
- 14). Group homes for troubled teens
- 15). Public housing tenant organizers
- 16). Perinatal health care outreach program
- 17). Multi-disciplinary health outreach teams
- 18). Adolescent health services
- 19). Peer helping/counseling in middle schools and community agencies
- 20). Child abuse prevention programs

BOARD OF SUPERVISORS
BUDGET ANALYST

- 21). Community programs for delinquents
- 22). Subsidized internships and apprenticeships
- 23). Basic skills development
- 24). City-match scholarship fund

5. The total cost of the 1990-91 Children's Budget, as estimated by Coleman Advocates, is \$18,600,000. In order to fund this budget, Coleman Advocates proposes, among other options, the following reallocation of City funds and other resources:

- 1). Transferring responsibility for Log Cabin Ranch to a private non-profit agency, saving, according to Coleman Advocates, \$1.5 million in General Funds.

Amount recommended for Children's Budget by Coleman Advocates \$1,500,000

- 2). Reallocating AB 90 funds currently used to fund staff in the Mayor's Criminal Justice Council to direct services for high-risk teens.

Amount recommended for Children's Budget by Coleman Advocates 350,000

- 3). Reallocating funds from the Fire Department from savings that, according to Coleman Advocates, could be realized by such cost cutting measures as (1) eliminating the fire captain drivers, (2) changing the shift pattern of fire fighters to make it consistent with personnel practices in other communities and to federal regulations, (3) reducing the total number of middle management personnel, (4) consolidating fire stations and (5) reducing overtime and sick leave time.

Amount recommended for Children's Budget by Coleman Advocates 2,000,000

- 4). Reallocating City funds from savings realized from more cost-effective procedures being used by City departments in connection with work orders.

Amount recommended for Children's Budget by Coleman Advocates 400,000

- 5). Converting the Department of Social Services child therapy program to a decentralized, community-based program for a savings, according to Coleman Advocates, of between \$500,000 and \$1 million.

Amount recommended for Children's Budget by Coleman Advocates 500,000

6). Redeploying 25 Police Officers for an expansion of police protection and services for youth, in the following areas: (1) an additional seven new school cars to patrol elementary, middle and high schools, (2) expansion of the Ocean View playground police program model to an additional five playgrounds in the City, (3) expansion of the Community Relations Divisions, Wilderness Adventure, PAL and Cadet and (4) Reinstating a Juvenile Diversion program.

Amount recommended for Children's Budget by
Coleman Advocates

1,750,000

7). Deferment of the City's lowest priority Capital expenditures.

Amount recommended for Children's Budget by
Coleman Advocates

500,000

8). Reallocating monies from the City's Narcotics Forfeiture and Asset Seizure Fund, which according to Coleman Advocates has accumulated over \$2 million dollars since the fund was started in May of 1986.

Amount recommended for Children's Budget by
Coleman Advocates

500,000

9). Coleman Advocates proposed that the City extend the increase on the Business Tax on gross receipts, which was scheduled to expire on June 30, 1990 and reallocate these funds to create a special fund for programs that prepare youth for the labor market.

Amount recommended for Children's Budget by
Coleman Advocates

6,000,000

10). According to Coleman Advocates, the City is slated to get \$27 million in new funds from the Tobacco Tax, of which, \$14 million is discretionary funds that can be spent on a wide variety of health needs. The legislation emphasizes accessibility of services, as well as a range of health programs for children.

Amount recommended for Children's Budget by
Coleman Advocates

4,600,000

BOARD OF SUPERVISORS
BUDGET ANALYST

11). Coleman Advocates proposes that a portion of the Red Cross funds donated to the City, for earthquake-related services, be made available for funding housing and residential programs for children, youth and families.

<u>Amount recommended for Children's Budget by</u> <u>Coleman Advocates</u>	\$ 500,000
--	------------

Total Children's Budget Recommended by Coleman Advocates	\$18,600,000
---	--------------

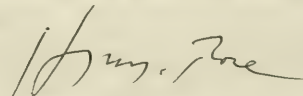
6. Coleman Advocates also proposes that the City (1) could increase its efforts to acquire State and Federal funds to provide potential funding for the Children's Budget and (2) could consider the establishment of an employee volunteer program aimed at providing expanded childrens' services.

Comments

1. Mr. Keith Choy, Director of the Mayor's Office of Children, Youth and their families, has provided a list of childrens' programs which have been developed for FY 1989-90 and are funded through local, State, Federal and other funding sources (see attachment).

2. Ms. Carol Wilkins, Deputy Mayor of Budget and Finance, reports that there was no comprehensive separate listing for all existing children's programs in the Mayor's Budget for FY 1989-90. However, there was a separate listing of all new childrens' programs included in the Mayor's Summary Budget for 1989-90.

3. As of the writing of this report, the Mayor's Office was unable to provide definitive information on the number of programs recommended by Coleman Advocates in their 1989-90 Children's Budget proposal that were included in the Mayor's 1989-90 budget.


Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward

Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

March 26, 1990

M E M O R A N D U M

TO: SANDY SKILLERN, BUDGET ANALYST, BOARD OF SUPERVISORS

FROM: KEITH CHOY, DIRECTOR
MAYOR'S OFFICE OF CHILDREN, YOUTH, & THEIR FAMILIES

SUBJECT: RECOMMENDATION FOR PUBLIC HEARING: CHILDREN'S BUDGET

Thank you for your concern about the status of our Childrens' programs regarding the upcoming Childrens' Budget (90-91) hearing. I would like to respond to Resolution #357-89 of May, 1989 and give you an update.

I. In October of 1989, the Mayor appointed Keith Choy, as the director of a newly created Mayor's Office of Children, Youth, and Their Families. A charge to this office was to create a comprehensive planning process to strengthen the City's ability to effectively access federal, state, and private funds.

A. With a similar change, Lynne Beeson was appointed as Director of the Mayor's Office of Childcare (9/89).

Child Care Activities:

State Department of Education Subsidy Funds

o Obtained \$100,000 in 1988 of unused (6 mos. carry-over funds) for subsidies to low-income children in CDBG/HUD assisted family day care homes. Administered by the Childrens Council for the City.

o Continued and expanded the funding in the amount of \$200,000 in 1989. Same as above and annualized.

o Continued \$200,000 funding sought for 1990.

Local Coordination Grant - Awarded \$25,000 grant in 1989 for childcare for planning, data analysis and needs. In progress.

SF Foundation Grant - Awarded \$30,000 grant for City Planning. Mayor's Office of Child Care Law Center for local childcare element to the master plan.

B. Three projects that create interagency cooperation and the pooling of shared resources to serve high risk children and youth have been developed during the past year.

Mayor's Gang Prevention/Outreach-Streetwork Program - \$822,000 of Federal Office of Health and Human Services Grant was awarded to San Francisco to target six high risk neighborhoods to prevent substance abuse related gang activity-Community based outreach workers target 1,000 high risk youth (ages 10-18) and bring other supportive services to those youth.

Mayor's Youth Employment and Education Program - was approved by the Board on February 5, 1990. This program will provide work experience and job training to 400 low and moderate income youth, as an incentive to stay in school. Over 60% of the budget (annualized at \$750,000) will provide wages for youth.

Robert Wood Johnson Project for the Creation of a New System of Care for Severely Emotionally Disturbed Children and Youth - the City was funded by the State and Foundation to build interagency and community agreements to facilitate a connected and cost effective system of care for 1,000 high-risk children and youth. The City has submitted an application for \$810,000 to the Robert Wood Foundation in March 1990. This comprehensive social services model address agenda areas: health outreach to schools, mental health outreach, residential and counseling programs.

The Department of Social Services recently created an Adolescent Unit, and a planning body, At Risk Youth Task Force to provide coordinated case management for homeless and runaway youth.

The Parks and Recreation Department established a Teen Project and hired a Teen Coordinator to develop culturally relevant prevention programs at ten neighborhood recreation centers. Funds were generated from the Koret Foundation and the Friends of Parks and Recreation.

I've also attached a summary of the Mayor's Office of Children, Youth, and Their Families Planning efforts.

KC:yv

[0166E]

BOARD of SUPERVISORS



City Hall
San Francisco 94102
554-5184

March 22, 1990

DOCUMENTS DIVISION

MAR 23 1990

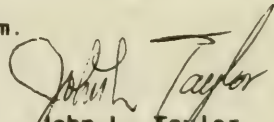
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF CANCELLED MEETING

FINANCE COMMITTEE

NOTICE IS HEREBY given that the regular Finance Committee meeting scheduled for Wednesday, April 4, 1990, at 2:00 p.m. has been cancelled.

The next regular meeting of the Finance Committee will be Wednesday, April 11, 1990, at 2:00 p.m.


John L. Taylor
Clerk of the Board

JLT:PJE

Posted: 3/23/90

FINANCE COMMITTEE
BOARD OF SUPERVISORS
ROOM 235, CITY HALL
SAN FRANCISCO, CALIFORNIA 94102

APR 17 1990

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, APRIL 11, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, ITEMS 2a, 2b, 2c, 2d, 2e, 2f, 9 and 10

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

SPECIAL ORDER - 3:00 P.M.

1. File 100-89-23. Hearing to consider year-end 1989-90 budget review. (Supervisor Walker)

ACTION: HEARING HELD. CONTINUED TO 4/18/90.

CONSENT CALENDAR

2. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 30-90-3. [Contract] Resolution authorizing the Department of Public Health, Division of Mental Health, Substance Abuse and Forensics to extend the terms of certain health services contracts on an interim month-to-month basis. (Department of Public Health)
 - b) File 31-90-1. [Employee Replacement] Resolution approving immediate filling of vacated position of 1656 Head Accountant, Department of Public Health. (Department of Public Health)
 - c) File 31-90-2. [Employee Replacement] Resolution approving immediate filling of vacated position of 0400 Deputy Chief of Police, San Francisco Police Department. (Police Commission)

- d) File 86-90-1. [County Fair and its Budget] Resolution authorizing San Francisco County Fair to be held in 1990; and approving budget and authorizing approval of premium schedule. (Recreation and Park Department)
- e) File 146-90-23. [Grant - State Funds] Resolution authorizing the Department of Public Health, Bureau of Disease Control/TB Control, to accept and expend a State Subvention of \$17,945 from the California Department of Health Services for monies to offset the impact of the Immigration and Reform Act on the TB Control Program. (Department of Public Health)
- f) File 101-87-13.9. [Release of Funds] Requesting release of reserved funds, Fire Department's Bond Program, in the amount of \$1,480,141, for Motorized Gate Valves Construction Contract, Phase I - JO #6319E, Project #601, Fund Group #01-005. (Fire Department)

ACTION: ITEMS 2c, 2d, and 2f SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

Item 2c. File 31-90-2. AMENDED. (See File for detail.) NO CHANGE IN TITLE. RECOMMENDED AS AMENDED.

Item 2d. File 86-90-1. CONTINUED TO CALL OF THE CHAIR.

Item 2f. File 101-87-13.9. RELEASE OF \$1,480,141 RECOMMENDED. FILED.

REGULAR CALENDAR

- 3. File 97-90-10. [Membership List] Ordinance amending Administrative Code, by amending Section 16.6-9.1, to add organizations to the membership list of the the Department of Public Works. (Department of Public Works)

(Continued from 3/28/90.)

ACTION: RECOMMENDED.

- 4. File 64-90-6. [Sublease of Property] Ordinance authorizing and approving sublease of City leasehold interest located at 701 Frederick Street commonly known as the former Boys' Gym of Polytechnic High School to Pickle Family Circus. (Real Estate Department)

ACTION: AMENDED TO PROVIDE TWO FREE PERFORMANCES. (See File for detail.) NO CHANGE IN TITLE. RECOMMENDED AS AMENDED.

- 5. File 97-90-11. [Health Service System] Ordinance amending Administrative Code, by amending Section 16.157, approving Health Service System plans and rates of contribution, as adopted by the Health Service Board. (Health Service System)

ACTION: RECOMMENDED.

6. File 101-89-107. [Government Funding] Ordinance appropriating \$1,677,956, Department of Public Health, Laguna Honda Hospital, for permanent salaries-nurses and related mandatory fringe benefits, other medical services, medical service contract, training, other services, minor furnishings, medical/dental, pharmaceuticals, institutional linen, food processing supplies, foodstuffs, other materials and supplies, hospital equipment, various facilities maintenance project and workmen's compensation; rescinding \$1,677,956 from permanent salaries-miscellaneous and nurses and related mandatory fringe benefits, for the creation of forty nine positions and the deletion of two positions. RO #9233 (Controller) (companion measure to File 102-89-41)

ACTION: AMENDED. (See File for detail.) NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$1,540,694 DEPARTMENT OF PUBLIC HEALTH, LAGUNA HONDA HOSPITAL, FOR PERMANENT SALARIES-NURSES AND RELATED MANDATORY FRINGE BENEFITS, OTHER MEDICAL SERVICES, MEDICAL SERVICE CONTRACT, TRAINING, OTHER SERVICES, MINOR FURNISHINGS, MEDICAL/DENTAL, PHARMACEUTICALS, INSTITUTIONAL LINEN, FOOD PROCESSING SUPPLIES, FOODSTUFFS, OTHER MATERIALS AND SUPPLIES, HOSPITAL EQUIPMENT, VARIOUS FACILITIES MAINTENANCE PROJECT AND WORKMEN'S COMPENSATION; RESCINDING \$1,540,694 FROM PERMANENT SALARIES-MISCELLANEOUS AND NURSES AND RELATED MANDATORY FRINGE BENEFITS, FOR THE CREATION OF FORTY NINE POSITIONS AND THE DELETION OF TWO POSITIONS." RECOMMENDED AS AMENDED.

7. File 102-89-41. [Public Employment] Ordinance amending Annual Salary Ordinance, 1989-90, Department of Public Health, Laguna Honda Hospital, reflecting the addition of forty-nine positions and the deletion of two positions. (Civil Service Commission) (companion to File 101-89-107)

ACTION: RECOMMENDED.

8. File 102-89-27. [Public Employment] Ordinance amending Annual Salary Ordinance 1989-90, Department of Public Health, Laguna Honda Hospital, reflecting the addition of ninety-seven (97) positions and deletion of six (6) positions. (Civil Service Commission)

NOTE: It is the intention of the Chair to entertain a motion to table this item; the Civil Service Commission advises that File 102-89-41 replaces this item.

ACTION: TABLED.

9. File 101-89-108. [Government Funding] Ordinance appropriating \$5,576, Recreation and Park Department, for permanent salaries-miscellaneous and related mandatory fringe benefits, for the creation of one position. RO #9239 (Controller) (companion to File 102-89-39)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$4,054. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$4,054, RECREATION AND PARK DEPARTMENT, FOR PERMANENT SALARIES-MISCELLANEOUS AND RELATED MANDATORY FRINGE BENEFITS, FOR THE CREATION OF one POSITION." RECOMMENDED AS AMENDED.

10. File 102-89-39. [Public Employment] Ordinance amending Annual Salary Ordinance, 1989-90, Recreation and Park Department, reflecting the addition of one position (Classification 2708 Custodian) (Civil Service Commission) (companion to File 101-89-108)

ACTION: RECOMMENDED.

11. File 101-89-109. [Government Funding] Ordinance appropriating \$77,775, Board of Supervisors, for permanent salaries and related mandatory fringe benefits, telephone, materials and supplies, data processing/word processing equipment, communications and furnishings/furniture; rescinding \$58,785 from permanent salaries and related mandatory fringe benefits; for the creation of four positions. RO #9237 (Controller) (companion measure to File 102-89-42)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$68,841. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$68,841, BOARD OF SUPERVISORS, FOR PERMANENT SALARIES AND RELATED MANDATORY FRINGE BENEFITS, TELEPHONE, MATERIALS AND SUPPLIES, DATA PROCESSING/WORD PROCESSING EQUIPMENT, COMMUNICATIONS AND FURNISHINGS/FURNITURE; RESCINDING \$58,785 FROM PERMANENT SALARIES AND RELATED MANDATORY FRINGE BENEFITS; FOR THE CREATION OF FOUR POSITIONS." RECOMMENDED AS AMENDED. (SUPERVISOR MAHER DISSENTING IN COMMITTEE.)

12. File 102-89-42. [Public Employment] Ordinance amending Annual Salary Ordinance, 1989-90, Board of Supervisors, reflecting the addition of four positions (Classifications (3) A067 Legislative Policy Analyst and (1) 1452 Executive Secretary II). (Civil Service Commission) (companion to File 101-89-109)

ACTION: RECOMMENDED. (SUPERVISOR MAHER DISSENTING IN COMMITTEE.)

13. File 101-89-110. [Government Funding] Ordinance appropriating \$25,500, Chief Administrative Officer, for capital improvement project (City Building Development). RO #9240 (Controller)

ACTION: QUESTION DIVIDED. (See File to detail.) NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$12,750, CHIEF ADMINISTRATIVE OFFICER, FOR CAPITAL IMPROVEMENT PROJECT (City Office Building Development). RECOMMENDED AS AMENDED.

File 101-89-110.1. "[Government Funding] ORDINANCE APPROPRIATING \$12,750, CHIEF ADMINISTRATIVE OFFICER, FOR CAPITAL IMPROVEMENT PROJECT (City Building Development)." CONTINUED TO CALL OF THE CHAIR.

14. File 101-89-111. [Government Funding] Ordinance appropriating \$1,036,000, Department of Social Services, for home contractual assistance. RO #9236 (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$1,033,670. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$1,033,670, DEPARTMENT OF SOCIAL SERVICES, FOR HOME CONTRACTUAL ASSISTANCE." RECOMMENDED AS AMENDED.

15. File 101-89-112. [Government Funding] Ordinance appropriating \$2,000, Law Library, for retirement benefits. RO #9241 (Controller)

ACTION: RECOMMENDED.

16. File 82-90-3. [Acceptance of Water Main Easement] Resolution authorizing acceptance of a water main easement from the San Francisco Unified School District (Lot 2 in Block 6179 - El Dorado Elementary School); and adopting findings pursuant to City Planning Code Section 101.1. (Real Estate Department)

ACTION: RECOMMENDED.

17. File 153-90-3. [Federal Challenge Grant] Resolution authorizing the Department of Social Services to apply for, accept and expend a Federal Challenge Grant from the State Department of Social Services, Office of Child Abuse Prevention in an amount up to \$11,000 to provide child abuse and neglect prevention and intervention services in Fiscal Year 1990-91. (Department of Social Services)

ACTION: RECOMMENDED.

18. File 209-90-1. [Academy of Sciences] Resolution authorizing reimbursement to the California Academy of Sciences from the proceeds of the November 7, 1989 Proposition A bond proceeds (public buildings safety improvement bonds) for the Academy's expenditures of its private funds for the seismic upgrading of certain Academy buildings owned by the City. (Supervisor Walker)

ACTION: CONTINUED TO 4/18/90.

70.25
1
1/90
CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

April 9, 1990

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst

APR 12 1990

SUBJECT: April 11, 1990 Finance Committee Meeting

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 - File 100-89-23

1. This item is a hearing to consider the year-end 1989-90 budget review.

2. In accordance with the Finance Committee Chair's April 4, 1990 Memorandum on the Year End Budget Review, the focus of the April 11, 1990 budget review meeting will be City Administration, Housing, Planning and Economic Development. The specific departments to be reviewed are as follows:

General Administration

Treasurer/Tax Collector
Controller
Purchaser
Assessor
Recorder
Registrar
Chief Administrative Officer
Civil Service

Housing, Planning and Economic Development

Mayor's Office of Housing and Economic Development
Department of Public Works Bureau of Building Inspection
City Planning
Rent Board

3. As requested, the Budget Analyst has prepared specific information for each department to be reviewed. Based on detailed expenditure and revenue reports provided by the Controller's Office, the Budget Analyst has compiled revised revenue budgets as of February 16, 1990 and revised expenditure budgets as of January 31, 1990 for each department. The revised revenue budgets are compared to the current revenue projections for each department, such that the difference, or the net variance, can be determined. A positive amount reflects a favorable revenue projection and a negative amount reflects an unfavorable projection. Similar comparative data are provided based on each department's expenditures.

4. New position information is provided based upon (a) the number of new positions authorized in the fiscal year 1989-90 budget and (b) any supplemental appropriations to date that have authorized new positions. The actual number of positions filled for each department is identified. Any difference between the number of positions authorized and the number of positions filled would reflect the number of vacant positions.

5. The amount of total grant funds for each department is not readily available. The budget analyst is in the process of identifying and summarizing departmental grant data for inclusion in reports to the Finance Committee during the June budget review process.

6. The Budget Analyst has provided a summary of the total amount of supplemental appropriations that have been approved by the Board of Supervisors for these departments thus far in fiscal year 1989-90.

7. With regard to the questions as to how the Board of Supervisors might structure and/or require regular and routine evaluation of City programs, etc, the Board of Supervisors could structure and/ or require regular and routine evaluation of City programs and functions through a formalized system of program review. Such program reviews could involve a scheduled department by department, program by program evaluation. The program reviews would evaluate departmental programs to insure that such programs are achieving the goals established by the Board of Supervisors at the time of funding.

GENERAL ADMINISTRATION AND FINANCE

TREASURER/TAX COLLECTOR

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$4,152,830	\$4,127,830	\$(25,000)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$10,136,000	\$9,905,000	\$232,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	2
Total Departmental Positions	177
Departmental Positions Filled	177

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Two positions and other costs related to the collection of the Residential Rent Stabilization and Arbitration Fee.	\$138,946	\$131,020

BOARD OF SUPERVISORS
BUDGET ANALYST

CONTROLLER

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$146,000	\$50,724	\$(95,276)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$13,826,000	\$13,616,000	\$211,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	(24)*
Supplemental Appropriations	-0-
Total Departmental Positions	484
Departmental Positions Filled	435

* The approved budget shows a net decrease in permanent positions of 24 from 508 to 484. The reduction in positions included the following position changes:

•Transfers of Information Services staff to user departments	(33)
•Increase of 3 positions to replace contract employees	3
•Increase of 6 new Internal Audit positions to conduct performance audits	<u>6</u>
	(24)

Net New Positions

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

PURCHASER

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$300,675	\$233,597	\$(67,078)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$3,215,000	\$2,731,000	\$484,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	13
Supplemental Appropriations	-0-
Total Departmental Positions	284
Departmental Positions Filled	259

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

ASSESSOR

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$20,430	\$15,604	(\$4,826)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$6,379,000	\$6,132,000	\$247,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	0-
Supplemental Appropriations	-0-
Total Departmental Positions	116
Departmental Positions Filled	106

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Data Processing (\$316,000) and overtime, auto mileage, repairs or other services, materials and supplies and services of Real Estate (\$113,500).	\$429,500	\$429,500

BOARD OF SUPERVISORS
BUDGET ANALYST

RECORDER

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$945,600	\$888,295	\$(57,305)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$841,000	\$824,000	\$17,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	0-
Supplemental Appropriations	-0-
Total Departmental Positions	23
Departmental Positions Filled	22

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

REGISTRAR

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$520,000*	*	*

* These revenues include \$410,000 in State revenues for mandated election costs which are not collected uniformly during the year. Therefore, the revenues cannot be averaged and projected accurately.

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$2,377,000	\$2,627,000	(\$250,000)

NEW POSITIONS

Fiscal Year 1989-90 Budget	*
Supplemental Appropriations	-0-
Total Departmental Positions	13
Departmental Positions Filled	10

* This budget includes several new positions created by the reclassification of the previously authorized 13 positions.

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

CHIEF ADMINISTRATIVE OFFICER

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$133,451	\$346,918	\$213,467

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$6,944,000	\$6,927,000	\$17,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	35*
Supplemental Appropriations	4**
Total Departmental Positions	56
Departmental Positions Filled	48

* The increase of 35 positions is due to the inclusion of the Animal Control program effective July 1, 1989.

**The increase of 4 positions reflects the inclusion of 4 positions in the Annual Salary Ordinance for the Waterfront Transportation Project.

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

CIVIL SERVICE

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$17,575	\$47,655	\$30,080

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$7,762,000	\$7,390,000	\$371,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	-0-
Total Departmental Positions	131
Departmental Positions Filled	106*

* Does not include 33 temporary employees.

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

HOUSING PLANNING AND ECONOMIC DEVELOPMENT

MAYOR'S OFFICE OF HOUSING AND ECONOMIC DEVELOPMENT

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
------------------------------	----------------------------------	--

\$220,000	\$503,407	\$283,407
-----------	-----------	-----------

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
----------------------------------	--------------------------------------	--

\$1,135,000	\$1,039,000	\$97,000
-------------	-------------	----------

NEW POSITIONS

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	2
Total Departmental Positions	21
Departmental Positions Filled	20

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-------------------------------	-------------------------

Funding of one Intergovernmental Affairs Coordinator and one Assistant to the Mayor III	
---	--

\$51,497	\$51,497
----------	----------

BOARD OF SUPERVISORS
BUDGET ANALYST

**DEPARTMENT OF PUBLIC WORKS,
BUREAU OF BUILDING INSPECTION**

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$15,213,916	\$15,918,752	\$704,836

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$15,185,000	\$14,300,000	\$885,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	13
Supplemental Appropriations	-0-
Total Departmental Positions	216
Departmental Positions Filled	185

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

**BOARD OF SUPERVISORS
BUDGET ANALYST**

CITY PLANNING

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$2,225,000	\$2,233,189	\$8,189

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$6,009,000	\$5,718,000	\$291,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	(3)
Supplemental Appropriations	3
Total Departmental Positions	107
Departmental Positions Filled	101

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-------------------------------	-------------------------

Increased appropriations to eliminate backlogs (\$133,626), to fund certain 1990 census costs (\$85,624) and for certain affordable housing measures (\$49,580).

\$292,720	\$268,830
-----------	-----------

BOARD OF SUPERVISORS
BUDGET ANALYST

RENT BOARD

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$1,422,959	\$1,422,959	-0-

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$1,236,000	\$1,100,000	\$136,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	5
Supplemental Appropriations	-0-
Total Departmental Positions	20
Departmental Positions Filled	19

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

SUMMARY TABLES

REVENUES

DEPARTMENT	REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Treasurer/ Tax Collector	\$ 4,152,830	\$4,127,830	\$(25,000)
Controller	146,000	50,724	(95,276)
Purchaser	300,675	233,597	(67,078)
Assessor	20,430	15,604	(4,826)
Recorder	945,600	888,295	(57,305)
Registrar	520,000		
Chief Administrative Officer	133,451	346,918	213,467
Civil Service	17,575	47,655	30,080
Mayor's Office of Housing and Economic Development	220,000	503,407	283,407
Department of Public Works, Bureau of Building Inspection	15,213,916	15,918,752	704,836
City Planning	2,225,000	2,233,189	8,189
Rent Board	1,422,959	\$1,422,959	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

EXPENDITURES

DEPARTMENT	REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Treasurer/ Tax Collector	\$10,136,000	\$ 9,905,000	\$ 232,000
Controller	13,826,000	13,616,000	211,000
Purchaser	3,215,000	2,731,000	484,000
Assessor	6,379,000	6,132,000	247,000
Recorder	841,000	824,000	17,000
Registrar	2,377,000	2,627,000	(250,000)
Chief Administrative Officer	6,944,000	6,927,000	17,000
Civil Service	7,762,000	7,390,000	371,000
Mayor's Office of Housing and Economic Development	1,135,000	1,039,000	97,000
Department of Public Works, Bureau of Building Inspection	15,185,000	14,300,000	885,000
City Planning	6,009,000	5,718,000	291,000
Rent Board	1,236,000	1,100,000	136,000

BOARD OF SUPERVISORS
BUDGET ANALYST

NEW POSITIONS

Treasurer/ Tax Collector	Fiscal Year 1989-90 Budget	-0-
	Supplemental Appropriations	2
	Total Departmental Positions	177
	Departmental Positions Filled	177
Controller	Fiscal Year 1989-90 Budget	(24)
	Supplemental Appropriations	-0-
	Total Departmental Positions	484
	Departmental Positions Filled	435
Purchaser	Fiscal Year 1989-90 Budget	13
	Supplemental Appropriations	-0-
	Total Departmental Positions	284
	Departmental Positions Filled	259
Assessor	Fiscal Year 1989-90 Budget	-0-
	Supplemental Appropriations	-0-
	Total Departmental Positions	116
	Departmental Positions Filled	106
Recorder	Fiscal Year 1989-90 Budget	-0-
	Supplemental Appropriations	-0-
	Total Departmental Positions	23
	Departmental Positions Filled	22
Registrar	Fiscal Year 1989-90 Budget	-0-
	Supplemental Appropriations	-0-
	Total Departmental Positions	13
	Departmental Positions Filled	10
Chief Administrative Officer	Fiscal Year 1989-90 Budget	35
	Supplemental Appropriations	4
	Total Departmental Positions	56
	Departmental Positions Filled	48
Civil Service	Fiscal Year 1989-90 Budget	-0-
	Supplemental Appropriations	-0-
	Total Departmental Positions	131
	Departmental Positions Filled	106

BOARD OF SUPERVISORS **BUDGET ANALYST**

NEW POSITIONS (CONTINUED)

Mayor's Office of Housing and Economic Development

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	2
Total Departmental Positions	21
Departmental Positions Filled	20

Department of Public Works

Bureau of Building Inspection	13
Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	216
Total Departmental Positions	185
Departmental Positions Filled	

City Planning

Fiscal Year 1989-90 Budget	(3)
Supplemental Appropriations	3
Total Departmental Positions	107
Departmental Positions Filled	101

Rent Board

Fiscal Year 1989-90 Budget	5
Supplemental Appropriations	-0-
Total Departmental Positions	20
Departmental Positions Filled	19

SUPPLEMENTAL APPROPRIATIONS

DEPARTMENT	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Treasurer/ Tax Collector	\$138,946	\$131,020
Controller	-0-	-0-
Purchaser	-0-	-0-
Assessor	429,500	429,500
Recorder	-0-	-0-
Registrar	-0-	-0-
Chief Administrative Officer	-0-	-0-
Civil Service	-0-	-0-
Mayor's Office of Housing and Economic Development	51,497	51,497
Department of Public Works, Bureau of Building Inspection	-0-	-0-
City Planning	292,720	268,830
Rent Board	-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 2a - File 30-90-3

- Department:** Department of Public Health (DPH) Division of Mental Health, Substance Abuse and Forensics.
- Item:** Resolution authorizing the DPH to extend the terms of certain existing one-year health services contracts on an interim month-to-month basis.
- Description:** The proposed resolution would authorize on an interim basis the extension of 75 existing one year health services contracts for Fiscal Year 1990-91. The same 1989-90 interim terms of these 1990-91 contracts would be extended on a month-to-month basis and paid at the 1989-90 monthly rates until the Controller has certified the contract renewals or December 31, 1990, whichever date is earlier. When the contract renewals have been certified, or beginning December 31, 1990, the contractor whose 1990-91 rates are greater than the 1989-90 rates would bill the City retroactively for the difference between the two rates; the contractors whose 1990-91 rates are less than the 1989-90 rates would reduce their next bill to the City to reflect the lower 1990-91 rates. According to Ms. Monique Zmuda of DPH, some 1990-91 rates would be lower than the 1989-90 rates because some of the contracts have been reduced.
- Of the 75 health services contracts, 45 are mental health services contracts and 30 are substance abuse treatment services contracts.
- Comments:**
1. According to Ms. Zmuda, the authority to extend the 75 health services contracts on an interim month-to-month basis would allow the DPH to ensure a continual provision of services while the contract renewals are being processed. In addition, Ms. Zmuda indicates that those contracts which are not renewed for FY 1990-91 will not receive any payments beyond the completion of their existing contract.
 2. The proposed resolution, in and of itself, would not have any additional fiscal impact to the City. The actual fiscal impact, which cannot be determined at this time, will be accounted for in the DPH's 1990-91 budget.
- Recommendation:** Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 2b - File 31-90-1

Department: Department of Public Health (DPH)

Item: Resolution approving the immediate filling of a vacant position

Position: 1656 Head Accountant

Retirement Date: January 5, 1990

Normal Refill Date: June 29, 1990

Proposed Refill Date: April 17, 1990

Funding Needed: \$12,904 (53 days @ \$243.47 per day)

Proposed Funding Source: Surplus from Permanent Salaries

Description: Section 10, Subsection 1 of the current Annual Appropriation Ordinance permits immediate filling of a position left vacant due to death or retirement of an incumbent when a lump sum payment is made for accumulated sick leave and/or vacation. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the General Manager, Personnel and the Mayor and approval by resolution of the Board of Supervisors.

Comments:

1. The incumbent Head Accountant retired on January 5, 1990 and will be paid for 988 hours of accumulated hours of sick leave, which prevents refilling this position before June 29, 1990. The incumbent was hired prior to June 5, 1978, and therefore was entitled, under the vested sick leave program, to payment for accumulated sick leave.
2. The DPH reports that the Head Accountant position is critical to the successful completion of the testing, documentation and user training for the Distributed FAMIS Enhancements Project. This computer systems project is a joint effort between the Controller's Office and DPH. According to DPH, the project must be operational by July 1, 1990 in order to have sufficient lead time to use the system for departmental budget preparation for FY 1991-92.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
April 11, 1990

Item 2c - File 31-90-2

Department: San Francisco Police Department

Item: Resolution approving the immediate filling of a vacant position.

Position: 0400 Deputy Chief of Police

Retirement Date: November 10, 1989

Normal Refill Date: July 5, 1990

Proposed Refill Date: April 17, 1990

Funding Needed: \$20,531 (57 days @ \$360.20 per day)

Proposed Funding Source: Surplus from Permanent Salaries

Description: Section 10, Subsection 1 of the current Annual Appropriation Ordinance permits immediate filling of a position left vacant due to death or retirement of an incumbent when a lump sum payment is made for accumulated sick leave and/or vacation. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the General Manager, Personnel and the Mayor and approval by resolution of the Board of Supervisors.

Comments:

1. The incumbent Deputy Chief of Police retired on November 10, 1989 and will be paid for 1,384 hours of accumulated sick leave and vacation time, which prevents refilling this position before July 5, 1990. The incumbent was hired prior to June 5, 1978 and therefore was entitled, under the vested sick leave program, to payment for accumulated sick leave.
2. The Police Department reports that leaving this position vacated until July 5, 1990 would severely hamper the leadership and the direction of the Department. The Department advises that this Deputy Chief of Police position has supervisory responsibility for approximately 1,300 uniformed staff and 300 civilian staff and has direct administrative responsibility for all nine district stations, headquarters company (includes MUNI's transit police, tactical and bomb squads), and traffic enforcement.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
April 11, 1990

3. The proposed legislation includes the amount of \$73,420.94 to be used from surplus permanent salaries to fund the immediate filling of the Deputy Chief of Police. However, the funding required to fill the position from April 17, 1990 (proposed refill date) to July 4, 1990 is \$20,531. Therefore, the legislation should be amended to reflect \$20,531 instead of \$73,420.94.

Recommendation: Amend the proposed legislation to reflect \$20,531 to be used from surplus permanent salaries to fund the immediate filling of the Deputy Chief of Police and approve the proposed resolution as amended.

Item 2d - File 86-90-1

Department: Recreation and Park Department (RPD)

Item: Resolution authorizing a San Francisco County Fair in 1990 in the San Francisco County Fair Building in Golden Gate Park and setting up tents in the lawn area adjacent to the building, approving the budget for the Fair, and authorizing approval of the premium (award) schedule.

Description: The County Fair is held annually for the purpose of exhibiting and advertising the agriculture and horticultural products of the City. In 1990, the RPD proposes to expand the County Fair's traditional "Flower Show" theme to include attractions and activities for families and youths. In addition to the Flower Show exhibits and contests, the Fair would offer youth arts, crafts and science exhibits and contests.

Project Budget: As a result of the proposed expanded activities, the proposed budget for the 1990 Fair would increase by \$41,450 from \$158,550 in 1989 to \$200,000 in 1990, as follows:

	1989 Actual <u>Expenditures</u>	1990 Proposed <u>Expenditures</u>	Increase (Decrease)
<u>Administration</u>			
Accounting/Bookeeping	\$ 0	\$ 1,000	\$ 1,000
Fair Manager (Contractual)	0	19,000	19,000
Flower Show Manager	15,200	0	(15,200)
Temporary Salaries	1,000	2,000	1,000
Travel	2,250	2,000	(250)
Insurance	2,900	0	(2,900)
Other	<u>3,050</u>	<u>4,000</u>	<u>950</u>
Subtotal Administration	\$24,400	\$28,000	\$3,600
<u>Maintenance and General Operations</u>			
Temporary Salaries	\$1,550	\$8,000	\$6,450
Rental - Maintenance Equipment	4,000	0	(4,000)
Rental - Public Address	200	0	(200)
Temporary Electric Work	300	0	(300)
Trash Removal/Clean Up	<u>900</u>	<u>2,000</u>	<u>1,100</u>
Subtotal Maintenance and General Operations	\$6,950	\$10,000	\$3,050

BOARD OF SUPERVISORS
BUDGET ANALYST

	1989 Actual <u>Expenditures</u>	1990 Proposed <u>Expenditures</u>	Increase (Decrease)
<u>Publicity</u>			
Professional Service (Contractual)	\$7,200	\$0	\$(7,200)
Printing Brochures/Flyers	0	15,000	15,000
Advertising	12,000	23,000	11,000
Promotional Expenses	3,000	1,000	(2,000)
Supplies	<u>1,000</u>	<u>1,400</u>	<u>400</u>
Subtotal Publicity	\$23,200	\$40,400	\$17,200
<u>Attendance Operations</u>			
Ticket Sellers & Takers	\$4,700	\$2,720	\$(1,980)
Parking and Gate Guards	2,000	2,280	280
Special Police	<u>2,000</u>	<u>4,000</u>	<u>2,000</u>
Subtotal Attendance Operations	\$8,700	\$9,000	\$300
<u>Premiums</u>			
Cash Awards	\$11,200	\$13,100	\$1,900
Trophies	2,100	2,100	0
Complimentary Exhibits	<u>1,200</u>	<u>1,000</u>	<u>(200)</u>
Subtotal Premiums	\$14,500	\$16,200	\$1,700
<u>Exhibits</u>			
Design Coordinator (Contractual)	\$6,650	\$17,000	\$10,350
Salaries	33,450	30,000	(3,450)
Supplies	15,100	20,000	4,900
Tent & Booth Rental	3,500	15,000	11,500
Decorations	9,850	10,000	150
Judges (Contract)	1,800	2,000	200
Marketing Specialist	2,000	0	(2,000)
Youth Educational Specialist	<u>1,000</u>	<u>0</u>	<u>(1,000)</u>
Subtotal Exhibits	\$73,350	\$94,000	\$20,650
<u>Equipment</u>	\$2,450	\$2,400	\$(50)
<u>Revolving Fund Increase</u>	\$5,000	\$ 0	\$(5,000)
Total	\$158,550	\$200,000	\$41,450

The proposed expenditures would not require any General Fund support and would be financed from the following sources of revenue:

Fair and Flower Show Fund Balance as of 1/1/90	\$48,985
Estimated Revenues	
Admission Fees	\$24,000
Rental of Commercial Booths	6,000
State Apportionment*	<u>155,000</u>
Subtotal Estimated Revenues	<u>185,000</u>
Total Resources	\$233,985
Less Total Proposed 1990 Expenditures	<u>(200,000)</u>
Estimated Fund Balance as of 12/31/90	\$33,985

* The RPD is applying for \$155,000 from the State Department of Food and Agriculture Division of Fairs and Exhibitions.

Comment:

As noted above, the RPD is applying for \$155,000 from the State Department of Food and Agriculture Division of Fair and Exhibitions. Therefore, the proposed resolution should be amended to include authorization for the RPD to apply for, accept and expend \$155,000 in State funds.

Recommendation:

Amend the proposed resolution to include authorization for the RPD to apply for, accept and expend \$155,000 from the State Department of Food and Agriculture Division of Fairs and Exhibitions, and approve as amended.

Item 2e - File 146-90-23

Department: Department of Public Health (DPH), Bureau of Disease Control

Item: Resolution authorizing the Department of Public Health to accept and expend a new State subvention.

Amount: \$17,945

Source of Funds: California Department of Health Services

Term: July 1, 1989 through June 30, 1990

Project: Tuberculosis Control Program

Project Description: The Department of Public Health's Tuberculosis Control Program provides the following program services:

- (1) Screening and treatment of high risk groups, such as persons who are in contact with individuals who have tuberculosis (i.e., refugees, the homeless, intravenous drug abusers, homosexual/bisexual men);
- (2) Monitoring clients with tuberculosis who are not responding to drug treatment as well as patients who do not follow the recommended chemotherapy regimens;
- (3) Preventive therapy aimed at persons who are at high risk of developing tuberculosis, such as persons with abnormal x-rays consistent with inactive tuberculosis, insulin-dependent diabetics, or individuals undergoing prolonged steroid therapy;
- (4) Educational outreach.

DPH reports that the proposed subvention funds would be used to (1) offset increased personnel and supply costs incurred by the Tuberculosis Control Program, due to the expanded program services required under the Immigration Reform Act and (2) purchase a computer and printer to enhance the Tuberculosis Control Program's management capabilities in order for it to more effectively respond to the expanded and changing health needs of the community.

No. of Clients Served:	Approximately 27,000 patient visits annually		
Project Budget:	Personnel		
	Clerk Typist (.48 FTE)		\$9,793
	Operating Expenses		
	Office Supplies	\$ 500	
	Medical Supplies	<u>2,192</u>	
	Subtotal		\$2,692
	Equipment		
	Computer and Printer		<u>\$ 5,460</u>
	Total		\$17,945
Local Match:	None		
Indirect Costs:	None		
Comment:	Attached is the "Health Commission - Summary of Grant Request" prepared by DPH for this State subvention.		
Recommendation:	Approve the proposed resolution.		

No. _____

Health Commission - Summary of Grant Request

STATE OF CALIFORNIA
 Person Barry S. Dorfman, M.D.
714/744 P St. P.O. Box 942732
Sacramento, CA 94234-7320
 Requested \$ 17,944.50
 From 7/1/89 To 6/30/90
 Commission _____

Division Community Public Health Service
 Section Bureau of Disease Control/TB Control
 Contact Person Frances Taylor, M.D.
 Telephone (415) 558-4436 (Gisela Schechter, M.D.)
 Application Deadline N/A
 Notification Expected N/A

of Supervisors: Finance Committee _____ Full Board _____

Description: Request to ~~apply for~~ (accept and expend) a (new) ~~(modification)~~ (allocation) ~~(supplementation)~~ grant in the amount of \$ 17,944.50 from the period of July 1, 1989 to June 30, 1990 to provide to offset the impact of the Immigration Reform Act services.

Summary: Patients served as a result of the Immigration Reform Act depleted resources, staff time and materials and supplies at the TB clinic. This fund will allow

Outcomes/Objectives: the TB Program to recover.
These funds will provide resources for replacing expended supplies and personnel salary savings.
Portion of the funds (\$5,460.00) will be used to improve word processing and data
management capabilities of the TB Control Program.

Effects of Reduction or Termination of these Funds:
Tuberculosis Control Program will be unable to recover expended resources from 1988-89.

Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Amount	0	0	17,944.50		0	
Detail			9,793.00			
Content			5,460.00			
Facilities						
Supp.			2,691.50			
Services/Space						
Rec. Costs						
Data Processing			5,460.00			
Personnel			0.5		0	
			0			
Annual			0			

(Costs) of non-grant funding for salaries of CSC employees working part-time on this grant:

Grant funded employees be retained after this grant terminates? If so, How?
No new hires are provided, personnel funds are intended to replace expended monies.

Contractual Services: Open Bid _____ Sole Source _____

(Use Attachment Request for Exemption Form)

Rev. 4/3/90

Item 2f - File 101-87-13.9

Department: Fire Department

Proposed Action: Release of reserved funds previously approved for capital improvement projects. The funds were reserved pending submission of detailed cost estimates for the purchase and installation of high pressure water systems.

Amount: \$1,480,141

Source of Funds: 1986 Fire Protection Bond (Proposition A) funds

Description: In November, 1986, City voters approved the issuance of Fire Protection System Improvement Bonds (Proposition A). Funds from the bond sale in the amount of \$46,200,000 are to be used for the improvement of the City's fire protection system.

In September, 1987, the Board of Supervisors approved the Fire Department's \$29,364,300 supplemental appropriation from the 1986 bond funds for capital improvement projects (File 101-87-13) and placed on reserve \$14,092,300 for the purchase and installation of high pressure water system parts pending submission of the detailed cost estimates.

The Fire Department is now requesting release of \$1,480,141 of the \$14,092,300 in reserved funds for a construction contract to install motorized gate valve operators, as follows:

Construction	\$1,327,600
Contingencies	66,380
Construction Management	<u>86,161</u>
Total	\$1,480,141

The valve actuator controllers and related equipment were purchased with funds previously released (File 101-87-13.7). The proposed release would provide funding to install the valves and equipment that will allow the Fire Department to open and close the valves in the high pressure water system from a remote position. This will allow the Fire Department to isolate and contain leaks in the high pressure system quickly to avoid depletion of the water supply as occurred in the October 17, 1989 earthquake because manual valves could not be located and closed fast enough.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments: According to DPW, nine contractors picked up bid packages for the construction contract and two bids were received. The two bids received (bids were for construction costs only, before adding contingencies and construction management costs) for the construction contract are as follows:

<u>Firm</u>	<u>Preference</u>	<u>Total Bid</u>
Ranger Pipelines, Inc.	LBE	\$1,327,600*
Amelco Electric	None	1,329,990

*Low Bid

Recommendation: Release reserved funds in the amount of \$1,480,141, as requested.

Item 3 -File 97-90-10

Note: This item was continued from the March 28, 1990 Finance Committee Meeting.

Department: Department of Public Works (DPW)

Item: The proposed ordinance would amend the San Francisco Administrative Code by amending Section 16.6-9.1 to add eleven organizations to the membership list of the Department of Public Works (DPW).

Description: The proposed ordinance would authorize an additional eleven memberships for the Department of Public Works (DPW) as follows:

American Congress on Surveying and Mapping
American Institute of Steel Construction
American Society of Heating, Refrigerating, and Air-
Conditioning Engineers
American Society of Landscape Architects
American Society of Mechanical Engineers
Concrete Reinforcing Steel Institute
Construction Management Association of America
Illumination Engineering Society
Institute of Electrical and Electronics Engineers
Post-Tensioning Institute
Project Management Institute

At the present time, the San Francisco Administrative Code authorizes the Department of Public Works (DPW) to be represented by membership in thirty (30) different organizations. This would be increased to forty-one (41) with the passage of the subject legislation. The inclusion of the additional organizations to the membership list is consistent with adopted policies of the Engineering Resources Committee, a six-member committee represented by one member each from DPW, Public Utilities Commission (PUC), Airport Commission, Port Commission, Civil Service Commission and Local 21, Professional and Technical Engineers, which encourages professional development of staff through participation in professional organizations.

The fees for the additional eleven professional organizations and the number of new individual and corporate memberships as proposed by the DPW's Bureau of Engineering are as follows:

<u>Organization</u>	<u>Annual Fee</u>	<u>Number of Memberships</u>	<u>Annual Amount</u>
American Congress On Surveying and Mapping	\$115	1	\$115
American Institute of Steel Construction	75	1*	75
American Society of Heating, Refrigerating, and Air-Conditioning Engineers	95	2	190
American Society of Landscape Architects	145	5	725
American Society of Mechanical Engineers	95	5	475
Concrete Reinforcing Steel Institute	75	3	225
Construction Management Association of America	75	5	375
Illumination Engineering Society	110	2	220
Institute of Electrical and Electronics Engineers	77	3	231
Post-Tensioning Institute	40	1*	40
Project Management Institute	90	<u>10</u>	<u>900</u>
Total Annual Memberships and Fees		38	\$3,571

* Corporate Membership

Comments:

1. According to Mr. Vit Troyan of the DPW's Bureau of Engineering, multiple individual membership in professional organizations were identified for those entities which either did not offer a corporate membership or whose cost of a single corporate membership exceeded the cost of the total number of individual memberships identified by DPW.

2. Mr. Troyan also advises the \$3,571 in funds are currently identified in the fiscal year 1989-90 annual budget for the Department of Public Works.

Recommendation: Approve the proposed resolution.

Item 4 - File 64-90-6

Department: Mayor's Office of Housing
Real Estate

Item: Ordinance authorizing a new sublease of City leasehold interest.

Location: 701 Frederick Street
Former Boys Gymnasium at Polytechnic High School

Purpose of Sublease: Temporary practice facility and offices for the Pickle Family Circus.

Sublessor: The City (the sublessor), is currently leasing the Polytechnic High School site from the lessor, the San Francisco Unified School District under a 75-year master ground lease.

Number of Square Feet: Approximately 7,241 square feet

Annual Rent: \$1 payable by Pickle Family Circus to the City

Utilities, Janitor and Insurance: To be paid by the Pickle Family Circus

Term of Sublease: Six months with three six-month options, not to exceed a total term of two years.

Comments:

1. The proposed sublease is for a temporary practice facility and offices for the Pickle Family Circus in the former Polytechnic Boys Gym. The proposed sublease prohibits any public performances in the Boys Gym. The proposed sublease further restricts the hours that the Pickle Family Circus may use the facility from between 9 a.m. and 9 p.m. and restricts the playing of music from between 10 a.m. and 6 p.m. everyday.
2. The Pickle Family Circus is a non-profit organization. According to Mr. Steve Legnitto of the Real Estate Department, the proposed sublease with the Pickle Family Circus is in conformity with the City's ground lease with the San Francisco Unified School District. The Department of City Planning has reviewed and approved the proposed sublease for conformity with the City's Master Plan and consistency with the eight priority policies of Planning Code Section 101.1.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Mr. Michael Neumann of the Mayor's Office of Housing (MOH) reports that construction of 114 residential units for low to moderate-income first-time homebuyers has recently been completed on the remainder of the former Polytechnic High site. This housing project was developed through the Mayor's Office by the joint development team of Bridge/Pacific Union. According to Mr. Neumann, except for temporary office and storage space recently used by the housing construction contractor, the former Polytechnic High Boys and Girls Gyms have been vacant for the past 13 years. The Attachment identifies the location of these facilities.

4. As a result of deferred maintenance and the disuse of these facilities, both the Boys and Girls Gyms need significant repairs. Mr. Neumann reports that the MOH has received a \$149,000 Community Development Block Grant to repair the roofs and some of the windows in the two gyms. The MOH is currently reviewing the contractor's bids for this work and it is anticipated that these repairs would be completed in the near future. Additional repairs to the Boys Gym required to make the space useable would be the responsibility of the Pickle Family Circus, under the proposed arrangements.

5. According to Mr. Neumann, the long-term proposed use of the Boys and Girls Gyms will be determined through a Request for Proposal (RFP) process. The MOH is currently developing an RFP to solicit community groups to renovate, maintain and manage the Boys and Girls Gyms as a community center, child care facility, etc. The proposed resolution which would allow the Pickle Family Circus to use the Boys Gym would be a temporary (up to two years) arrangement until a long-term solution for both of these facilities is identified. According to Mr. Neumann, occupancy of the former Boys Gym will provide additional security for this otherwise vacant and vandalized facility during this interim period. Mr. Neumann reports that the former Girls Gym is currently boarded up and fully secured. It is likely, according to Mr. Neumann, that the former Polytechnic Girls' Gym would be renovated by the Pickle Family Circus such that the Pickle Family Circus would eventually secure a longer term lease on the Girls Gym.

6. It should be noted that according to Ms. Peggy Snyder of the Pickle Family Circus, the Pickle Family Circus currently rents space at a cost of \$800 per month or \$9,600 annually in an old church in the Potrero Hill area. Ms. Snyder reports that the current rental space is approximately 5,500 square feet and is not large enough for the training needs of the Pickle Family Circus. According to Mr. Legnitto, the proposed sublease would be for approximately 7,241 square feet, although the former Polytechnic High School Boys Gym has a total of approximately 26,273 square feet. Mr. Legnitto and Mr. Neumann report that much of the space in the Boys Gym is currently unusable because of both deferred maintenance and much of the space is occupied by boiler rooms, showers, locker rooms, bleachers, storage rooms and other currently non-useable floor space.

7. The rental fee to be paid by the Pickle Family Circus to the City, the sublessor of the Polytechnic High School site, would be \$0.50 per six month period, or \$1 per year. In addition, the Pickle Family Circus would be required to provide one free performance at the City's Affordable Housing Fair. Mr. Neumann reports that the Affordable Housing Fair is scheduled to be held in the Civic Center during the coming summer. According to Ms. Snyder, one performance of the Pickle Family Circus is valued at \$5,000.

8. The Budget Analyst notes that the proposed sublease is for six months with three six-month options, not to exceed a total term of two years. However, the Pickle Family Circus would only be obligated to provide one free performance for the City during the Summer of 1990. The Budget Analyst recommends that if the Pickle Family Circus exercises its options to continue the sublease through the Summer of 1991, that the Pickle Family Circus should be obligated to provide an additional free performance during the Summer of 1991. Based on discussions with Mr. Neumann of MOH and Ms. Snyder of the Pickle Family Circus, the Budget Analyst's proposed modification of the resolution would be agreeable to both parties.

Recommendation:

Approval of the proposed sublease is a policy decision for the Board of Supervisors.

If the Board of Supervisors approves the proposed sublease, the Budget Analyst recommends that the resolution be amended to include an additional free performance by the Pickle Family Circus, for the benefit of the City, if the Pickle Family Circus exercises its option to continue the lease through the Summer of 1991.

FREDERICK STREET

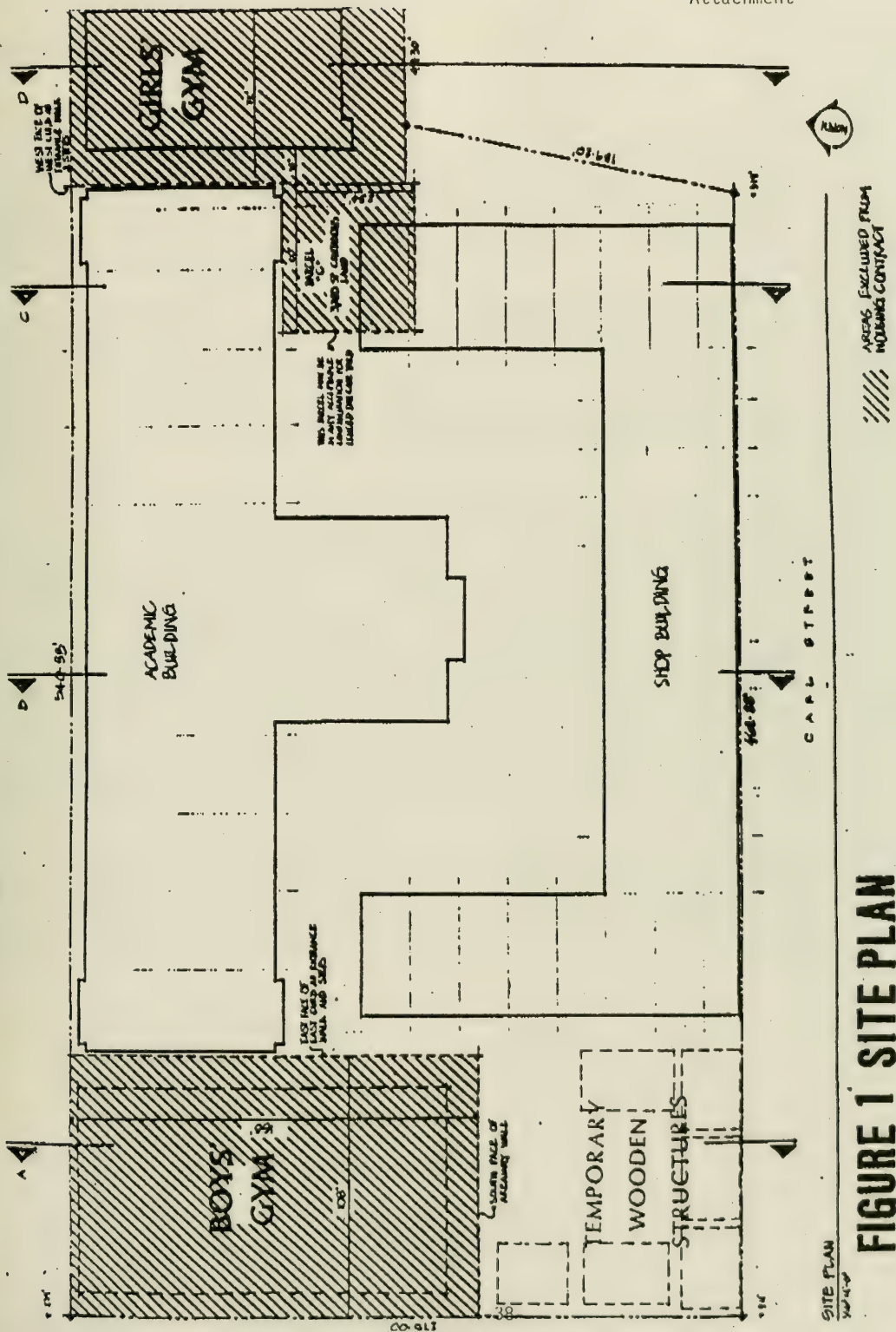


FIGURE 1 SITE PLAN

AREAS EXCLUDED FROM
MODIFIED CONTRACT

Item 5 - File 97-90-11

1. The proposed ordinance would amend Section 16.157 of the Administrative Code to approve the City's 1990-91 Health Service System plans and rates of contribution as adopted by the Health Service Board to be paid by the members of the System, comprised of employees, retirees, and the surviving spouses of employees and retirees of the City and County of San Francisco, the Unified School District and the Community College District.

2. In February, 1990, the Board of Supervisors adopted a resolution (File 78-90-1) setting the City's contribution to the Health Service System Fund for 1990-91 at \$142.24 per month for each member. The City's contribution was established in accordance with Charter Sections 8.423 and 8.428, which sets the average contribution rate based on a survey of the ten most populous counties in California. The City's contribution of \$142.24 per month (\$1,706.88/year) represents a 16.3 percent increase over the 1989-90 rate of \$122.29 per month (\$1,467.48/year).

3. Once the City's contribution is established, member contributions are calculated by the Health Service System actuary, Rael and Letson, Consulting Actuaries, in order to insure that contributions from all sources will be adequate to support anticipated claims for the upcoming fiscal year. The proposed ordinance would establish member contribution rates for 1990-91 pursuant to Charter Sections 8.421 and 8.422, which requires approval of the proposed ordinance by three-fourths of the members of the Board of Supervisors after the Board has secured an actuarial report of the costs and effects of any proposed change in the benefits of the Health Service System or rates of contribution. Contribution rates vary according to: 1.) whether or not a member is an active employee, retired employee, or surviving spouse; 2.) whether or not that individual has Medicare coverage; and 3.) which of the City's six health plans that individual elects to join. The actuarial report and details of the member contribution rates are contained in the Clerk's file.

4. Five of the six health plans offered in 1989-90 will be offered in 1990-91. French Hospital Health Plan was offered in 1989-90 but is not available in 1990-91 because Kaiser Foundation acquired French Hospital on August 1, 1989. Foundation Health Plan will be added for 1990-91 to provide an alternative health plan to those active and retired employees who reside in the Tuolumne County area. The plans are:

- City Health Plan*
- Kaiser Foundation Health Plan
- Bridgeway Health Plan
- Bay Pacific Health Plan
- Heals Health Plan
- Foundation Health Plan

* Administered by the Health Service System.

BOARD OF SUPERVISORS
BUDGET ANALYST

5. The total revenue generated from employer and member contributions for the health plans in 1990-91 is estimated to be \$110.3 million. A summary of revenue sources is as follows:

	<u>Amount</u> <u>(Millions)</u>	<u>Percent</u> <u>of Total</u> <u>Contributions</u>
City and County Contribution		
- Current Employees	\$35.9	32.6
- Retired Employees and Surviving Spouses	15.7	14.2
School District/Community College District Contribution		
- Current Employees	13.7	12.4
- Retired Employees and Surviving Spouses	<u>4.8</u>	<u>4.4</u>
Total Employer Contributions	\$70.1	63.6
Employee Contributions	<u>40.2</u>	<u>36.4</u>
Total Contributions	\$110.3	100.0

6. Of the total estimated employer contributions of \$70.1 million, approximately \$38 million, or approximately 54 percent, would be contributed from the City's General Fund. The \$32.1 remainder of the employer contributions would be paid from the City's Special Funds (e.g., Airport, Port, Water Department and Hetch Hetchy) and from School District and Community College revenue sources.

7. The City's dental and disability plan contributions were incorporated as of December 1, 1988. The dental and disability plans do not include any employer contributions. Rather, these plans were created under Section 125 of the Internal Revenue Code, which allows the City to make salary deductions from employee paychecks in order to pay individual employee's dental and disability premiums on an employee pre-tax basis. The projected revenues based on the premiums for fiscal year 1990-91 for the City's three dental plans and the one disability plan are as follows:

	<u>Amount</u> <u>(Millions)</u>
Colonial Life Dental	\$1.2
DentiCare	0.9
Safeguard	<u>0.7</u>
Total Dental	\$2.8
Colonial Disability	\$2.9

As noted above, there is no cost to the City for these dental or disability plans, as the employees pay all of the contributions.

Comment

The total cost of \$110.3 million for the various health plans for FY 1990-91 includes the employer and employee contributions and represents an average increase of 15.4 percent more than the FY 1989-90 rates. The projected total premium contributions (in millions) based on current plan membership for the five continuing health plans (assumes all current members continue to subscribe to the same health plans in 1990-91) are as follows:

	1989-90 Projected <u>Premiums</u>	1990-91 Projected <u>Premiums</u>	Percent Rate <u>Increase</u>
City Health Plan	\$37.1	\$38.9	4.9
Kaiser Foundation Health Plan	38.2	47.0	23.0
Bridgeway Health Plan	8.0	9.6	20.0
Bay Pacific Health Plan	9.0	10.9	21.1
Heals Health Plan	3.3	3.9	18.2

Recommendation

Approve the proposed ordinance.

Items 6, 7 and 8 - Files 101-89-107, 102-89-41 and 102-89-27

Department: Department of Public Health (DPH),
Laguna Honda Hospital (LHH)

- Items:**
1. Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, equipment, facilities maintenance and other operating expenses for the creation of 49 positions and the deletion of two positions (File 101-89-107).
 2. Annual Salary Ordinance amendment reflecting the addition of 49 positions and the deletion of two positions (File 102-89-41).
 3. Annual Salary Ordinance amendment reflecting the addition of 97 positions and the deletion of six positions (File 102-89-27). The Civil Service Commission advises that File 102-89-41 replaces File 102-89-27. The Budget Analyst has been informed that the Chair intends to entertain a motion to table this proposed ordinance.

Amount: \$1,677,956

Source of Funds: LHH FY 1989-90 Surplus Salaries

Permanent Salaries - Misc.	\$810,000
Permanent Salaries - Nurses	660,000
Mandatory Fringe Benefits	<u>207,956</u>
Total Funding	\$1,677,956

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-41) would create 49 positions and delete two positions. The proposed amendments, which will be reviewed at a future meeting of the Civil Service Commission, are as follows:

<u>Action No.</u>	<u>Classification</u>	<u>1989-90 Biweekly Salary</u>	<u>Top Step Annual Salary</u>
Create 1	1428 Ward Clerk	\$908-\$1,099	\$28,574
Create 1	2112 Medical Records Tech.	998-1,208	31,408
Create 1	2230 Physician Specialist	2,459-2,989	77,714
Create 1	2230 Physician Specialist (part-time)	2,459-2,989	77,714
Create 1	2233 Supervising Physician Specialist	2,779-3,378	87,828
Create 14	2302 Orderly	891-1,078	28,028
Create 4	2312 Licensed Vocational Nurse	952-1,152	29,952

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Action No.</u>	<u>Classification</u>	<u>1989-90 Biweekly Salary</u>	<u>Top Step Annual Salary</u>
Create 2	2450 Pharmacist (part-time)	1,513-1,835	47,710
Create 1	2495 Sr. Radiologic Tech. (part-time)	1,243-1,506	39,156
Create 1	2536 Respiratory Care Prac.	1,047-1,267	32,942
Create 2	2587 Health Worker III	912-1,104	28,704
Create 1	2604 Food Service Worker	773-934	24,284
Create 1	2606 Sr. Food Service Worker (part-time)	810-979	25,454
Create 1	2624 Dietician (part-time)	1,185-1,436	37,336
Create 1	2736 Porter	792-956	24,856
Create 1	2774 Sr. Sewing Technician	858-1,037	26,962
Create 1	2908 Hospital Eligibility Worker	1,003-1,214	31,564
Create 2	2920 Medical Social Worker	1,349-1,634	42,484
Create 10	2320 Registered Nurse	1,538-1,800	46,800 *
Create 1	2324 Nursing Supervisor	1,918-2,402	62,452 *
Create <u>1</u>	2322 Head Nurse	1,791-2,243	58,318 *
49			
Abolish 1	2230 Physician Specialist	2,459-2,989	77,714
Abolish <u>1</u>	2323 Clinical Nurse Specialist	1,918-2,402	62,452
2			

* Biweekly and annual salaries effective January 1, 1990.

At the top step, the 49 positions (46 FTE) to be added would cost \$1,884,558 in annual salary costs, which is \$1,744,392 more than the \$140,166 annual salary costs for the two positions to be deleted.

The proposed Supplemental Appropriation Ordinance (File 101-89-107) would appropriate \$1,677,956 for permanent salaries and mandatory fringe benefits, equipment, facilities maintenance, and other operating expenses for the creation of 49 positions and the deletion of two positions for the period from April 2, 1990 through June 30, 1990, as follows:

Permanent Salaries - Misc.	\$238,388
Permanent Salaries - Nurses	134,782
Mandatory Fringe Benefits	86,522
Other Fringe Benefits - Nurses	978
Other Medical Services	2,750
Medical Services Contract	12,500
Training	15,000
Other Services	500

BOARD OF SUPERVISORS
BUDGET ANALYST

Minor Furnishings	6,244
Medical/Dental Supplies	85,000
Pharmaceutical Supplies	45,000
Institutional Linen	202,000
Food Processing Supplies	2,511
Foodstuffs	11,500
Other Materials and Supplies	7,949
Hospital Equipment	31,332 *
Workers Compensation	250,000**
Facilities Maintenance Project	<u>545,000***</u>

Total Supplemental Appropriation \$1,677,956

* Shown in the legislation as \$31,322, due to clerical error.

** Omitted from the legislation, due to clerical error.

*** Includes \$515,000 for Earthquake Repairs

Analysis:

The Laguna Honda Hospital (LHH) is requesting \$1,677,956 for 47 new positions and 2 upgrades, to provide additional services, to enhance existing services, to repair earthquake damages, and to fund a projected shortfall in Worker's Compensation. Although the proposed Supplemental Appropriation Ordinance would use FY 1989-90 surplus LHH monies to fund this request, LHH proposes to use increased Medi-Cal and other patient revenues to fund the ongoing costs of the additional services in FY 1990-91 and in subsequent years, subject to the certification of such revenues by the Controller.

According to DPH, an increase of 12 percent in the LHH Medi-Cal reimbursement rate, in addition to increased Medicare revenues will result in approximately \$6 million in new revenues at LHH by the end of FY 1989-90. In addition, LHH estimates that it will receive an additional \$5.8 million in Medi-Cal revenues based on the annual rate increase effective August 1, 1990. In addition, the Controller has projected a surplus for LHH in FY 1989-90 of approximately \$1,899,208, \$1,677,956 of which DPH proposes to use to fund the proposed Supplemental Appropriation, which consists of 1) the addition of 21 new staffed beds for AIDS patients and other patients, 2) the enhancement of existing services, 3) earthquake repairs, and 4) a projected shortfall in Workers Compensation coverage in FY 1989-90, as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

I. 21 New Staffed Beds for AIDS Patients and Other Patients
(Includes 46 New Positions)

The DPH is proposing to add to LHH a total of 21 Skilled Nursing Facility (SNF) beds, of which 13 (SNF AIDS beds) would be oriented towards persons with AIDS, 2 (AIDS hospice beds) would be oriented towards persons with AIDS who are in the most critical conditions, and 6 (mixed-use hospice beds) would be oriented towards persons with AIDS as well as other patients who are in the most critical conditions. The DPH proposes to add 21 SNF beds at LHH in order to provide more beds for AIDS patients than the City currently provides, and at a lower cost to the City per patient day than is currently provided.

The DPH AIDS Office currently contracts with Garden Sullivan Hospital for seven SNF beds for AIDS patients at a net cost to the City of approximately \$241.50 per patient day, for a total cost of \$617,000 annually. LHH proposes to provide 21 SNF beds at a cost of approximately \$308 per patient day for a total cost of approximately \$2,360,820 annually. These costs would be partially offset by Medi-Cal revenues of \$169 per patient day, or \$1,295,385 annually for the 21 beds, for a net cost to the City of \$139 per patient day or \$1,065,435 annually. Therefore, the proposed addition of 21 SNF beds at LHH would provide three times the number of beds while reducing the daily rate from \$241.50 at Garden Sullivan Hospital to \$139 at the proposed new AIDS SNF ward. According to Dr. Larry Meredith of DPH, the DPH would discontinue the Garden Sullivan contract if the proposed additional beds at LHH are approved.

The LHH is requesting 46 new positions, including 29 (29.0 FTE) nursing staff positions and 17 (14.0 FTE) non-nursing staff positions, equipment and supplies totalling \$619,585 for the period April 2, 1990 to June 30, 1990 to staff the 21 new SNF beds. Mr. Tony Wagner, LHH Administrator, reports that the requested staffing, which would yield a ratio of 1.4 nursing positions per bed and 0.7 non-nursing positions per bed, is based on a State study of staff utilization at other AIDS skilled nursing facilities. The Budget Analyst has reviewed this study and concurs with the level of staffing proposed by LHH.

BOARD OF SUPERVISORS
BUDGET ANALYST

a) Nursing Staff

<u>No.</u>	<u>Classification/Duties</u>	<u>FTE</u>	<u>Amount</u>
14	2302 Orderly To provide 24-hour coverage for the 21 new beds.	14.0	84,998
4	2312 Licensed Vocational Nurse To provide 24-hour coverage for the 21 new beds.	4.0	25,948
10	2320 Registered Nurse To provide 24-hour coverage for the 21 new beds.	10.0	\$118,731
1	2322 Head Nurse To supervise the nursing services for the 21 new beds.	1.0	<u>14,157</u>
Subtotal Nursing Staff			\$243,834

b) Non-Nursing Staff

2	2230 Physician Specialist	1.5	\$27,336
1.0 FTE to provide medical services to the residents of the AIDS SNF ward, and who will be an information source for LHH staff on AIDS care and treatment advances; and 0.5 FTE to provide psychiatric evaluations, follow-up treatment and crisis intervention for the 21 new beds. (Although LHH indicates the need for a total of 1.92 FTE, 1.39 plus 0.53, LHH is only requesting 1.5 FTE.)			

The LHH currently has 30 full-time and one part-time Physician Specialists serving the 1,100 beds at the Hospital. The LHH has estimated that the 21 new AIDS SNF and hospice beds will require approximately 2,915 hours per year or 1.39 FTE of physician care, including 1,140 hours per year of patient rounds, and 930 hours per year of medical monitoring and documentation. Other activities would include 520 hours per year of exams for new admissions, 210 hours per year for multidisciplinary rounds and patient and family conferences, and 115 hours per year for staff inservice training for the Hospital staff and other duties.

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>No.</u>	<u>Classification/Duties</u>	<u>FTE</u>	<u>Amount</u>
------------	------------------------------	------------	---------------

The LHH estimates that the 21 new beds will require a total of 1,110 hours per year or 0.53 FTE for psychiatric services, including 260 hours per year for patient evaluations, 550 hours per year for on-going treatment, 150 hours per year of crisis intervention, and 150 hours per year for AIDS unit staff counselling and training.

2	2450 Pharmacist	1.0	\$9,835
	0.5 FTE to provide formal on-call pharmaceutical services for the 21 new beds; and 0.5 FTE to provide drug information and education for LHH staff physicians and other clinicians.		

The LHH currently has 3 full-time and 3 part-time Pharmacists serving approximately 1,100 beds at the hospital, and no formal on-call Pharmacist. Currently, if pharmaceutical services are required after hours, the LHH must phone the existing Pharmacists until an available one is found. LHH anticipates that the additional SNF and hospice beds will serve patients that will especially require pharmaceutical services after hours, and therefore requests a 0.5 FTE permanent position that will be available on an on-call basis.

The LHH proposes to hire one new 0.5 FTE Pharmacist with expertise in AIDS drugs to be available on the AIDS SNF/hospice ward to provide drug information for LHH staff clinicians regarding the use of new or investigational AIDS drugs. Mr. Wagner indicates that although drug information would be the main duty of the proposed Pharmacist, the new Pharmacist may also be made available for other clinical duties in the Hospital. Therefore, the proposed one 0.5 FTE Pharmacist may benefit the remainder of the Hospital as well as the 21 new beds.

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>No.</u>	<u>Classification/Duties</u>	<u>FTE</u>	<u>Amount</u>
1	2495 Sr. Radiologic Technologist To provide formal on-call radiology services for the 21 new beds.	0.5	4,895

The LHH currently has four Radiologic Technologists to serve the 1,100 beds at the Hospital that is able to cover the weekends, holidays and late hours only on an ad-hoc basis. The LHH indicates that the additional AIDS SNF and hospice beds will create a greater demand for radiology services after hours. Mr. Wagner indicates that a permanent 0.5 FTE position is requested to perform the after-hours radiology services rather than a radiology registry, because Mr. Wagner states that a permanent, on-call position would ensure greater consistency in the quality of services provided.

1	2536 Respiratory Care Practitioner To provide daily respiratory care services for the 21 new beds.	1.0	\$7,488
---	--	-----	---------

The LHH currently has one Chief Respiratory Care Practitioner and one Respiratory Care Practitioner which provide day coverage during the weekdays for the 1,100 beds at the Hospital. In addition, LHH has two existing but vacant Respiratory Care Practitioner positions which LHH has been unable to fill because one position has been downgraded, and the other will be filled when weekend coverage can be established. Mr. Wagner reports that the additional AIDS SNF and hospice beds will result in a greater demand for respiratory services. According to Mr. Wagner, one additional full-time (1.0 FTE) respiratory Care Practitioner is required to complete the team of Respiratory Care Practitioners needed to provide 7-day, 16-hour coverage for the Hospital. LHH is also requesting funding for respiratory registry services, as described below, to cover the 8 hours not covered by the LHH staff, to complete the 24-hour coverage.

<u>No.</u>	<u>Classification/Duties</u>	<u>FTE</u>	<u>Amount</u>
1	1428 Ward Clerk To support various ward-specific clerical activities.	1.0	7,144

The LHH currently has one Ward Clerk to serve the 1,100 beds at the Hospital. LHH indicates that the proposed new Ward Clerk would assist the proposed new nurses perform the clerical duties on the hospice ward, thereby increasing the amount of time that the nurses can devote to patient care.

1	2112 Medical Records Technician To ensure proper monitoring and performance of all chart reviews, codings and abstracting to meet legal requirements for requests for release of information.	1.0	7,144
---	--	-----	-------

LHH currently has two Medical Records Technicians to serve the 1,100 beds at the Hospital. Mr. Wagner indicates that the AIDS SNF beds and the hospice beds will have a higher turnover rate than the other SNF beds in the Hospital, and therefore, the number of forms to be processed will be significantly higher. The LHH estimates the average length of stay (ALOS) for an AIDS SNF bed will be 60 days and 30 days for the hospice beds, compared with 440 days ALOS for the other beds in the Hospital. Mr. Wagner states that a full-time Medical Records Technician will be required to serve the 21 new beds.

2	2587 Health Worker III 1.0 FTE to serve as an Activity Therapist for the residents of the 21 new beds and 1.0 FTE to coordinate volunteers and religious services for the 21 new beds.	2.0	\$11,856
---	---	-----	----------

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>No.</u>	<u>Classification/Duties</u>	<u>FTE</u>	<u>Amount</u>
------------	------------------------------	------------	---------------

The LHH currently has 33 Health Worker III's serving the 1,100 beds at the Hospital. The LHH has estimated that the 21 new beds will require approximately 3,960 hours, or 1.9 FTE, of Activity Therapist duties, including 5 hours of activity sessions per day and 2.5 hours for each initial assessment for each new patient (which LHH estimates to be 258 per year). Although the LHH estimates a workload of 1.9 FTE, the LHH is requesting 1.0 FTE to serve as Activity Therapist for the 21 new beds.

LHH is requesting the second 1.0 FTE Hospital Worker III position to coordinate volunteer and religious services. According to LHH, the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) standards for Hospice care require that the spiritual care and volunteer coordination functions which are currently being carried out on an informal basis must be established on a formal basis.

1	2604 Food Service Worker	1.0	\$5,792
	To staff the trayline and dishwashing functions required due to the additional meals resulting from new staff positions and patients.		

The LHH currently has 57 full-time and 23 part-time Food Service Workers to serve the 1,100 beds at LHH. Mr. Wagner indicates that the Food Service Department currently prepares approximately 7 meals per food service staff hour. Mr. Wagner estimates that the additional patients and staff will add approximately 100 meals per day, and therefore, one additional full-time Food Service Worker is needed to prepare the additional meals.

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>No.</u>	<u>Classification/Duties</u>	<u>FTE</u>	<u>Amount</u>
1	2606 Sr. Food Service Worker To assess the special needs of new residents for food intolerance and allergies, and to select diets where immediate nutritional intervention may be required.	0.5	\$2,763

The LHH currently has 14 full-time and 2 part-time Senior Food Service Worker positions serving the 1,100 beds at LHH. The LHH reports that the new Sr. Food Service Worker would serve as a Diet Technician and assist the proposed part-time Dietitian, described below, in the areas of special diet assessment, preparation of menus, and assessment of dietary intake.

1	2624 Dietician To provide resident and caregiver education to those residents with discharge potential.	0.5	3,851
---	--	-----	-------

The LHH currently has 7 full-time and 1 part-time Dieticians serving the 1,100 beds at LHH. The LHH reports that the majority of patients at LHH require dietary assessments approximately every six months and that the hospice beds will require daily visits. In addition, the LHH reports that the dieticians will spend two hours per week for each of the AIDS SNF and hospice beds on multidisciplinary rounds, as compared with one-half hour per week for the other LHH patients. Therefore, the LHH is requesting one half-time Dietician and one full-time Diet Technician (described above) to complete these duties.

1	2736 Porter To ensure the area is properly cleaned daily due to the increased number of beds, the need to control infectious diseases and the heightened influx of visitors and volunteers.	1.0	5,148
---	--	-----	-------

The LHH currently has 106 Porter positions serving the 1,100 beds at LHH. Mr. Wagner reports that the AIDS beds will require additional housekeeping efforts due to the Centers for Disease Control standards for the control of infectious diseases, including daily mopping with disinfectants and the careful disposal of waste.

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>No.</u>	<u>Classification/Duties</u>	<u>FTE</u>	<u>Amount</u>
1	2908 Hospital Eligibility Worker To process additional Medi-Cal applications and process increased volume of decedent affairs.	1.0	\$7,176

The LHH currently has 6 Hospital Eligibility Workers serving the 1,100 beds at the Hospital. As noted above, the LHH reports that the AIDS SNF and hospice beds will have a higher turnover rate and greater amount of paperwork than the other LHH beds. In addition, Mr. Wagner reports that the AIDS patients will require a greater number of government forms and paperwork to be processed.

2	2920 Medical Social Worker 1.0 FTE to provide medical social work services for the 21 new beds and 1.0 FTE to serve as an Assistant Hospice Coordinator.	2.0	<u>17,537</u>
---	---	-----	---------------

The LHH currently has 13 Medical Social Workers serving the 1,100 beds at LHH. The LHH indicates that the new AIDS SNF and hospice beds will require a total of 6,822 hours per year (or 3.61 FTE) of social services, including 2,064 hours of initial assessments, 2,706 hours for bereavement, grief and other counselling sessions, 624 hours of discharge planning and 1,428 hours of other social services. Although the LHH estimates a need for 3.61 FTE of Medical Social Worker duties, the LHH is requesting 1.0 FTE position to provide social work services at this time. The LHH indicates that the Hospital will be collecting workload studies to determine whether additional staff are required. The LHH has not determined when or if additional Medical Social Worker positions would be requested.

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>No.</u>	<u>Classification/Duties</u>	<u>FTE</u>	<u>Amount</u>
------------	------------------------------	------------	---------------

The LHH currently has one Hospice Coordinator whose duties include patient screening, coordination of staff activities, consultation with families and staff, development of staff inservice programs, liaison with community agencies and bereavement counselling. The proposed Medical Social Worker to serve as an Assistant Hospice Coordinator would carry out the additional counselling and consultation activities with patient families as required by the increased number of beds.

Subtotal Non-Nursing Staff	\$117,965
----------------------------	-----------

c) <u>Mandatory Fringe Benefits</u>	86,522
-------------------------------------	--------

d) <u>Other Fringe Benefits - Nurses</u>	978
--	-----

e) Equipment

Hospital equipment, minor furnishings, food processing supplies and other materials and supplies for the operation of 21 new beds, as follows:

	<u>Qty</u>	<u>Price/ Unit</u>	<u>Cost</u>
Hospital Equipment			
Electric Beds and Mattresses	7	\$2,663	\$18,641
Shower Chair	1	569	569
Wheelchairs	8	763	6,104
Wheelchair - Light	1	1,068	1,068
Recliners	2	747	1,494
Television	1	961	961
Oxygen Concentrators	1	2,495	2,495
Subtotal Hospital Equipment			\$31,332
Minor Furnishings			
Bedside Chest	6	\$245	\$1,470
Bed Tables	6	179	1,074
Chairs	7	215	1,505
Commodos	6	300	1,800
Sales Tax			395
Subtotal Minor Furnishings			\$6,244

BOARD OF SUPERVISORS
BUDGET ANALYST

	Qty	Price/ Unit	Cost
Food Processing Supplies			
Microwave	1	\$202	\$202
Microwave carts	25	86	2,150
Sales Tax			<u>159</u>
Subtotal Food Processing Supplies			\$2,511

Other Materials and Supplies			
Video Recorder	1	\$300	\$300
Televisions	21	260	5,460
Headphones	25	9	225
Miniplugs	25	3.60	90
Extension Cables	25	8	200
Sales Tax			<u>424</u>
Subtotal Other Materials and Supplies			<u>\$6,699</u>

Subtotal Equipment \$46,786

f) Other Operating Expenses

Other Medical Services \$2,750
Contract funds for Respiratory Therapy registry
services to provide coverage outside of normal
working hours.

Medical Services Contracts \$12,500
Laboratory fees for additional tests.

Training \$15,000
Contractual services for a health educator to
educate hospital staff on the transmission of AIDS
and the care and treatment of residents with
AIDS.

Other Services \$500
Taxi script to send laboratory specimens to the
laboratory in a timely manner during after hours
and on weekends.

Medical Dental Supplies \$5,000
To provide medical supplies from the Central
Supply Room for the 21 new beds.

Pharmaceutical Supplies \$45,000
To purchase drugs commonly used by persons
with AIDS in a skilled nursing facility.

BOARD OF SUPERVISORS
BUDGET ANALYST

Foodstuffs	\$11,500
Food for the residents of the 21 new beds.	
Other Materials and Supplies	\$1,250
Other miscellaneous supplies such as forms and various small items for use by residents of the 21 new beds.	
Facilities Maintenance	<u>\$30,000</u>
To expand the Clarendon Hall East and Clarendon Hall valley parking lots through resurfacing and restriping to accommodate 50 additional parking spaces.	
Subtotal Other Operating Expenses	<u>\$123,500</u>
Total 21 New Staffed Beds	<u>\$619,585</u>

II. Enhancement of Existing Services (Includes Two Position Upgrades and One New Position)

According to LHH, the Hospital has not been able to comply with certain licensure and certification requirements with existing resources. LHH reports that the following areas fall short of Joint Committee Accreditation (JCAHO) accreditation requirements.

a) Institutional Linen \$202,000

During the FY 1989-90 budget, LHH's Materials and Supplies was reduced by \$202,000 from the previous year, based on the recommendation of the Mayor's Office. LHH is now requesting restoration of the \$202,000 to provide resident clothing, linen and textiles.

The Controller, in a March 20, 1990 Executive Overview - General Fund Balance Projection to June 30, 1990 report, projected a LHH shortfall of \$216,964 in Institutional Linen supplies. The requested \$202,000 would partially offset the projected shortfall leaving a net shortfall of \$14,964 (\$216,964 less \$202,000). This net shortfall would be further reduced by the following item, Medical/Dental Supplies.

BOARD OF SUPERVISORS
BUDGET ANALYST

b) Medical/Dental Supplies

\$80,000

Funding to cover a projected shortfall due to increased consumption of various medical supplies for LHH staff's universal body substance isolation practice for residents.

The Controller has also projected a shortfall for LHH Medical/Dental supplies of \$67,193. The LHH is requesting \$80,000 to totally offset the projected shortfall in Medical/Dental supplies with the \$12,807 balance (\$80,000 less \$67,193) to be used to help offset the previous item's net shortfall of \$14,964.

c) Two Position Upgrades and One New Position to Correct Budget Error

\$11,371

One physician and one nurse position upgrade are requested. In addition, one new position is requested to correct a budget clerical error. Funding requested is the difference between the existing and the requested salaries for the period April 2, 1990 through June 30, 1990.

From 2230 Physician Specialist
To 2233 Supervising Phys. Specialist

Cost Differential \$2,736

Additional Duties: Function as Assistant Medical Director, assisting in reviewing quality of care, participate in peer review and help in assessment of needs and development of services. According to LHH, the upgrade is required to compensate an existing employee who is currently working out of class.

From 2323 Clinical Nurse Specialist
To 2324 Nursing Supervisor

Cost Differential \$1,894

Additional Duties: Conduct mandatory employee certification exams for Nursing Assistants. According to LHH, the upgrade is required to begin compliance with new federal regulations (Omnibus Budget Reconciliation Act of 1989) which, according to LHH, require (1) employee certification exams for nursing assistants, and (2) increased quality assurance and peer review activities.

BOARD OF SUPERVISORS
BUDGET ANALYST

From 2740 Porter Supervisor
To 2774 Sr. Sewing Technician
Cost Differential \$6,741
During FY 1989-90, LHH has been using funding from a vacant but funded Porter Supervisor position to fund an incumbent Senior Sewing Technician whose position was inadvertently omitted from the budget. The LHH proposes to correct this error by funding the difference between the two salaries. Mr. Wagner indicates that LHH has been able to function during FY 1989-90 without the 2740 Porter Supervisor position by reducing services in other areas, and that the LHH proposes to fill the 2740 Porter Supervisor position as early as possible.

Total Enhancement of Existing Services \$293,371

III. Earthquake Repairs - Facilities Maintenance Projects

Unanticipated maintenance and repair costs due to the October 17, 1989 earthquake. The Controller has projected the LHH Building Maintenance and Repair account will break even, excluding the costs for the earthquake repair.

a) Clarendon Hall South \$500,000
Repair of structural damage to Clarendon Hall South. The repairs would be performed through a contract amendment to an existing contract with Brunnier Engineering, who, under a contract arranged prior to the earthquake, is preparing a structural assessment of LHH facilities. The estimated budget to repair earthquake damages is as follows:

	<u>Option A</u>	<u>Option B</u>
Architectural and		
Engineering (Brunnier)	\$125,000	\$150,000
Contract Administration (DPW),		
Inspection Fee and State Fee	50,000	70,000
Construction (Contract to be bid)	<u>325,000</u>	<u>280,000</u>
	\$500,000	\$500,000

The LHH is currently negotiating with the Federal Emergency Management Agency (FEMA) to receive reimbursement of a portion of the \$500,000 repair costs.

BOARD OF SUPERVISORS
BUDGET ANALYST

b) Elevator Repair \$15,000
Repair to motor of one elevator. LHH had included \$109,251 in their FY 1989-90 budget for Elevator Maintenance. The LHH reports that for the period 7/1/89 to 3/26/90, the Elevator Maintenance account has incurred \$87,111 in expenditures and encumbrances (including the \$15,000 emergency repair), and projects a funding need of \$40,801 for the period 3/27/90 to 6/30/90, for a net projected shortfall of \$18,661 in the Elevator Maintenance account.

Total Earthquake Repairs \$515,000

IV. Worker's Compensation \$250,000

To fund a projected shortfall in LHH's Worker's Compensation coverage, as determined by the City's Retirement System. The Budget Analyst concurs with this projection.

Grand Total Supplemental Appropriation \$1,677,956

Comments:

1. In December of 1988, the LHH opened a 7-bed Hospice unit without additional staffing. Mr. Wagner indicates that the medical and support services for the 7 new hospice beds were staffed by rotating existing LHH staff through the new unit, because the Hospital did not anticipate the extent of the additional care and services that are required by the hospice beds. Mr. Wagner indicates that the proposed addition of the medical and support staff would allow the existing LHH staff to return to their functions serving the other 1,100 beds at the Hospital. The Budget Analyst has requested from LHH information regarding the Hospital's existing staffing pattern for the existing 7 hospice beds. However, as of the writing of this report, the Budget Analyst has not received this information.

However, based on the State study on staffing patterns at other AIDS hospice facilities, the Budget Analyst has determined that the nursing and non-nursing levels of service that LHH proposes to provide for the 21 new beds is similar to other levels of service provided in other, comparable facilities.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. The LHH proposes to fund the 47 new positions and two upgrades for the period from April 2, 1990 through June 30, 1990. However, these positions could not be filled until April 30, 1990. Therefore, the proposed supplemental appropriation should be reduced by \$137,262 from \$1,677,956 to \$1,540,694, to fund 47 new positions and 2 upgrades, as follows:

	Requested <u>Amount</u>	Recommended <u>Amount</u>	<u>Savings</u>
<u>Permanent Salaries</u>			
For 21 New Beds:			
2302 Orderly	\$84,998	\$58,844	\$26,154
2312 Licensed Vocational Nurse	25,948	17,964	7,984
2320 Registered Nurse*	118,731	82,215	36,516
2322 Head Nurse*	14,157	9,801	4,356
2230 Physician Specialist	27,336	18,925	8,411
2450 Pharmacist	9,835	6,809	3,026
2495 Sr. Radiologic Technologist	4,895	3,389	1,506
2536 Respiratory Care Practitioner	7,488	5,184	2,304
1428 Ward Clerk	7,144	4,946	2,198
2112 Medical Records Technician	7,144	4,946	2,198
2587 Health Worker III	11,856	8,208	3,648
2604 Food Service Worker	5,792	4,010	1,782
2606 Sr. Food Service Worker	2,763	1,913	850
2624 Dietician	3,851	2,666	1,185
2736 Porter	5,148	3,564	1,584
2908 Hospital Eligibility Worker	7,176	4,968	2,208
2920 Medical Social Worker	17,537	12,141	5,396
For Enhancement of Services			
2233 Sup. Physician Specialist	2,736	2,736	0
2324 Nursing Supervisor*	1,894	1,894	0
2774 Sr. Sewing Technician	<u>6,741</u>	<u>6,741</u>	<u>0</u>
Subtotal Perm. Salaries - Misc.	<u>\$238,388</u>	<u>167,954</u>	<u>70,434</u>
Subtotal Perm. Salaries - Nurses (denoted with *)	<u>134,782</u>	<u>93,910</u>	<u>40,872</u>
<u>Mandatory Fringe Benefits (MFB)</u>			
Retirement	\$51,976	36,383	15,593
Social Security	28,548	19,984	8,564
Health Services	5,625	3,938	1,687
Unemployment Insurance	<u>373</u>	<u>261</u>	<u>112</u>
Subtotal MFB	<u>86,522</u>	<u>60,566</u>	<u>25,956</u>
Health Service - Nurses Dependents	500	500	0

BOARD OF SUPERVISORS
BUDGET ANALYST

	<u>Requested Amount</u>	<u>Recommended Amount</u>	<u>Savings</u>
Dental Coverage - Nurses	\$478	\$478	\$0
Other Medical Services	2,750	2,750	0
Medical Services Contract	12,500	12,500	0
Training	15,000	15,000	0
Other Services	500	500	0
Minor Furnishings	6,244	6,244	0
Medical/Dental Supplies	85,000	85,000	0
Pharmaceutical Supplies	45,000	45,000	0
Institutional Linen	202,000	202,000	0
Food Processing Supplies	2,511	2,511	0
Foodstuffs	11,500	11,500	0
Other Materials and Supplies	7,949	7,949	0
Hospital Equipment	31,332	31,332	0
Workers Compensation	250,000	250,000	0
Facilities Maintenance Project	<u>545,000</u>	<u>545,000</u>	<u>0</u>
Total Supplemental Appropriation	<u>\$1,677,956</u>	<u>\$1,540,694</u>	<u>\$137,262</u>

Recommendations: 1. Table the proposed Annual Salary Ordinance amendment (File 102-89-27) which, according to the Civil Service Commission is to be replaced by File 102-89-41.

2. Approve the proposed Annual Salary Ordinance amendment (File 102-89-41).

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Amend the proposed Supplemental Appropriation Ordinance (File 101-89-107) to (a) change the amount of Hospital Equipment on line 4, page 2, from \$31,322 to \$31,332 to correct a clerical error, (b) add funding for Workers Compensation totalling \$250,000 to correct a clerical error, and (c) reduce the amount of funding by \$137,262, from \$1,677,956 to \$1,540,694, as detailed in Comment 2 above, and approve as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 9 and 10 - Files 101-89-108 and 102-89-39

Department: Recreation and Park Department (RPD)

Items: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits for the creation of one position (File 101-89-108).

Annual Salary Ordinance amendment reflecting the addition of one position (File 102-89-39).

Amount: \$5,576

Source of Funds: General Fund - General Reserve

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-39) would create one position. The proposed amendment, which will be reviewed at a future meeting of the Civil Service Commission, is as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	1989-90 Biweekly <u>Salary</u>	Top Step Annual <u>Salary</u>
Create	1	2708 Custodian	\$792-\$956	\$24,856

At the top step, the one position to be added would cost \$24,856 in annual salary costs.

The proposed Supplemental Appropriation Ordinance (File 101-89-108) would appropriate \$5,576 for permanent salaries and mandatory fringe benefits for the creation of one position for the period from April 16, 1990 through June 30, 1990, as follows:

Permanent Salaries - Misc.	\$4,356
Mandatory Fringe Benefits	<u>1,220</u>
Total Supplemental Appropriation	\$5,576

Comments: 1. The RPD is requesting one new 2708 Custodian position to be assigned to the Civic Center Plaza area. Mr. Ernie Prindle of RPD reports that, due to the increase in homeless population in the area, the amount of litter and garbage in the Plaza has increased by approximately 1.5 tons per day in addition to the four 1-cubic yard dumpsters that RPD has been hauling away daily. The RPD currently has one Custodian assigned to Civic Center Plaza, Marshall Square, 100 Larkin Street and the Main Library. That Custodian is currently being assisted by

BOARD OF SUPERVISORS
BUDGET ANALYST

one Gardener. According to Mr. Prindle, the RPD has found the Gardener's assistance inadequate to provide a sufficient level of maintenance in the Plaza.

According to Mr. Prindle, the RPD proposes to assign the new Custodian position to the Civic Center area during the weekends and to assist the existing Civic Center custodian staff three days during the week. Mr. Prindle reports that no weekend staff is currently assigned to the Civic Center Plaza.

2. Mr. Prindle indicates that the Department is requesting the new position and the additional funding at this time, rather than in the RPD's FY 1990-91 budget because of the need to address the immediate problem in the Civic Center Plaza for the balance of the 1989-90 fiscal year.

3. The RPD reports that it has a total of 79 classification 2708 Custodians, of which 66 are funded by the General Fund, 11 are funded by the Open Space Fund, one is by Candlestick Park Fund and one is by the Yacht Harbor Fund. In response to Budget Analyst inquiries, Ms. Sandy Cole of the RPD Personnel Division reports that three of the 79 Custodian positions are currently vacant, although these three vacancies are funded by the Open Space Fund. Mr. Prindle indicates that the three positions are not filled due to salary savings.

In response to Budget Analyst inquiries, Mr. Prindle indicates that the RPD could not use the proposed supplemental appropriation to fill one of the existing, vacant Open Space Fund 2708 Custodian positions in lieu of requesting one new position, and then assign that filled custodian position to the Civic Center area because, according to Mr. Prindle, Open Space Fund positions may not be funded by General Fund monies.

4. During the FY 1989-90 budget hearings, the Finance Committee had determined that the RPD should develop and report to the Board of Supervisors detailed workload statistics and a work management system for the RPD Gardeners and the Custodians. The official Budget Message to the Finance Committee stated that the workload statistics and work management system be provided by RPD by the end of calendar year 1989. The RPD is still unable to provide this information at this time. However, at the request of the Budget Analyst, the RPD has provided the Budget Analyst with a listing of each of their 2708 Custodian positions, the location of their assignments, and their source of funding, which is attached. The Budget Analyst has also requested from the RPD the workload report for the RPD Gardeners and Custodians as has

BOARD OF SUPERVISORS
BUDGET ANALYST

been previously requested by the Finance Committee. Mr. Prindle indicates that the RPD is currently preparing these workload reports to be presented at the FY 1990-91 budget hearings.

The RPD's attached report shows that the RPD has the flexibility to fill existing, vacant Open Space Fund positions and to reassign General Fund positions to Civic Center Plaza. For example, on page 4 of the attachment, RPD could fill the vacant Open Space Fund position at the Chinese Recreation Center and reassign the General Fund position at the Chinese Recreation Center to assist the existing Custodian at Civic Center Plaza. Such a reassignment would not require supplemental General Fund monies.

Based on the RPD's existing Custodian staffing patterns and the existence of vacancies, the Budget Analyst strongly believes that the Department has not adequately justified the need for the proposed one new 2708 Custodian. At the same time, the Budget Analyst does concur that one additional Custodian is needed in Civic Center Plaza at this time by the Department which could be readily accomplished by granting funds to fill one existing vacant Open Space Fund position.

5. The proposed Supplemental Appropriation Ordinance would fund the proposed one new 2708 Custodian for the period April 16, 1990 through June 30, 1990. However, the earliest that the position could be filled is May 7, 1990. Therefore, if the proposed one new position is approved, the proposed supplemental appropriation should be reduced by \$1,522 from \$5,576 to \$4,054, as follows:

	Requested <u>Amount</u>	Recommended <u>Amount</u>	<u>Savings</u>
Permanent Salaries	\$4,356	\$3,168	\$1,188
Retirement	695	505	190
Social Security	329	239	90
Health Service	<u>196</u>	<u>142</u>	<u>54</u>
Total	\$5,576	\$4,054	\$1,522

BOARD OF SUPERVISORS
BUDGET ANALYST

6. In the second paragraph of Mr. Prindle's attached letter to the Budget Analyst, Mr. Prindle, referring to the requested Custodian position states, "The department feels very strongly that this position is essential and should not wait for the Fiscal Year 1990-91 budget to be considered...Waiting for July to address this problem does not make sense." The Budget Analyst has made no such recommendation to wait until July. As noted earlier, the Budget Analyst concurs that the one Custodian position is needed at Civic Center Plaza and that the position is required immediately, rather than in July, 1990.

Recommendations: 1. Do not approve the proposed Annual Salary Ordinance amendment (File 102-89-39) because, as noted in Comment 4, above, the Department has not adequately justified the need for one new additional 2708 Custodian position.

2. Amend the proposed Supplemental appropriation Ordinance (File 101-89-108) to a) change the source of funds from General Fund-General Reserve to the Open Space Fund, b) reduce the amount by \$1,522 from \$5,576 to \$4,054, as detailed in Comment 5, above, and, c) approve as amended. This would accomplish the Department's need by filling one existing 2708 Custodian position for the period May 7, 1990 through June 30, 1990, with Open Space Fund monies, rather than creating one new 2708 Custodian position to be funded with General Fund monies.

BOARD OF SUPERVISORS
BUDGET ANALYST

City and County of San Francisco

Recreation and Park Department



April 5, 1990

Harvey Rose, Budget Analyst
1390 Market Street
Suite # 1025
San Francisco, CA 94102

ATTENTION: Yvonne Lowe

Dear Mr. Rose:

Per your request this morning regarding the 2708 Custodian position requested for the Civic Center area the attached list is provided. The name of each custodian working for the department is shown per location and funding. Unless otherwise indicated all positions are funded by the General Fund.

The department feels very strongly that this position is essential and should not wait for the Fiscal Year 1990-91 budget to be considered. Everyone in San Francisco knows the effect on the Civic Center area caused by the homeless problem. Waiting for July to address this problem does not make sense.

The department has 79 authorized Custodian positions of which 66 are General Fund, 11 Open Space, One Candlestick Park Fund and One from the Yacht Harbor Fund. Of these positions there are currently 64 filled positions in the General Fund with certification pending for the two vacancies. Eight positions are filled in the Open Space Fund and each of the Candlestick Park and Yacht Harbor positions are filled.

While each custodian is shown by specific location or in some instances multiple locations it must be understood that custodians work in areas and perform custodian duties as necessary in surrounding parks.

Please contact me if you require any additional information. Thank you for your support of this request.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ernie Prindle".

Ernie Prindle
Assistant General Manager
for Finance and Property

cc: Mary E. Burns
File

EP/lg

City and County of San Francisco

Recreation and Park Department

NEIGHBORHOOD PARKS AND SQUARESCUSTODIAL COVERAGE

* indicates custodian working at more than one facility

DISTRICT IAcreage

<u>McLaren Park Complex</u>	<u>3 - 2708 Custodian</u>	317.975
-----------------------------	---------------------------	---------

McLaren Park		295.530
Herz Playground/Pool	1. Julius Cooksey	3.400
Sutter Playground	2. Kenneth Garrett	17.045
Peru-Burrows Mini		2.00
Portola Recreation Center	3. Ulice Blunt	4.959
Visitation Valley	Kenneth Garrett*	2.344
Little Hollywood		1.000
Kelloch/Velasco Playground		1.750

<u>Crocker Amazon Complex</u>	<u>3 - 2708 Custodian</u>	
-------------------------------	---------------------------	--

Crocker Amazon	4. Floyd Mitchell	54.950
	5. Vacant O/S position	
LaGrande Mini Park		1.5
Alice Chalmers Playground	6. Giovanni Luchessi	1.687
Excelsior Playground	Kenneth Garrett*	1.607
Cayuga Playground	Giovanni Luchessi*	2.915
McLaren - South Park		

<u>Ocean View Complex</u>	<u>1 - 2708 Custodian</u>	
---------------------------	---------------------------	--

Ocean View Recreation Center	7. Robert Hernandez	10.285
Lessing and Sears Mini		.057
Randolph and Bright Mini		.100
Lakeview-Ashton Open Space		.5
Head St. Mini		.027
Cayuga Mini Park		.115
Joost, North of Baden		.115
Campbell and Rutland Mini		.229

DISTRICT IAcreageHunter's Point Complex4 - 2708 Custodian

Hunter's Point Gym & PG.	8. Jackie Robinson- Open Space	.608
	9. Ricky Williams	
Youngblood-Coleman	10. Allen Holmes	6.190
Bay View Playground and King Pool		3.433
Hilltop Plaza - Shore View		1.134
Joseph Lee Recreation Center	11. Henry Torres	1.837
Bay View Park		26.114
Gilman Playground		7.027
Adams Rogers Park (Palou Jennings)		3.831
Milton Meyers Rec. Center	Jackie Robinson*	
	Ricky Williams*	
Shoreview Mini Park		
Palou Selby		.204
Phelps, South of Palou		.301

St. Mary's Complex2 - 2708 Custodian

St. Mary's Recreation Center	12. Mouf Du	13.530
Silver Terrace Playground	13. William Daniels	5.610
Bernal Recreation Center	William Daniels*	.753
Holly Park		7.500
Bernal Heights Park		20.252
Esmeralda Mini Park		.85
Brewster Open Space		.25
Coleridge Street Open-Space		
Peralta and Mullen		.057
		48.376

Balboa Complex3 - 2708 Custodian

Balboa Playground and Pool	14. Nicholas Reppetto	27.537
Glen Park Recreation Center	15. William Ford	7.840
Miraloma Playground	16. Patricia Davis	2.253
Sunnyside Playground		1.073
Mount Davidson		39.420
Glen Canyon Park & Silver Tree Camp		41.761
Dorothy Erskine		
Monterey Conservatory		

DISTRICT IIAcreageNorth Beach Complex4 - 2708 Custodian

Coit Tower (Telegraph Hill)	17. Rolando Cabauatan	4.520
	18. Henry Lau	
Embarcadero Plaza (Justin Herman Park)		3.619
Portsmouth Square		1.321
St. Mary's Square		
Chinese Playground	19. Thai Tieu	
Washington Square	20. Lien Tieu	2.261
North Beach PG., Pool	Lien Tieu*	2.2520
Chestnut and Kearny Mini Park		.047
Conrad Square		
Michaelangelo Park	Thai Tieu*	
Allyne Park		.735

Marina Greens Complex3 - 2708 Custodian

Marina Green/Yacht Harbor	21. Frederico Menesis	74.165
Alta Plaza		11.890
Lafayette Square	22. Doris Hanna	11.487
Palace of Fine Arts and Lagoon		15.720
Cow Hollow Playground	Doris Hanna*	.152
Julius Kahn Playground		7.294
Gas House Cove		2.
Presidio Heights	Doris Hanna*	.434
Sun Bathers		
Moscone Recreation Center	23. Andrew Nevilles	12.050

DISTRICT II

Acreage

Civic Center Complex6 - 2708 Custodian

Alice Marble Tennis Courts		
Ina Coolbrith Mini		
Civic Center Plaza	24. Charles Bell	5.859
Huntington Park		1.703
War Memorial and Opera House		.811
(Outside Landscape Maintenance)		
Helen Wills Playground	25. Yuen F. Leung	3.989
Chinese Recreation Center	Yuen F. Leung*	.651
	26. Vacant O/S position	
Broadway Mini West		
Broadway Mini East		.182
Hyde St. Mini Park		.095
Macaulay Park	27. Ethel Edwards	.2
1340 Clay Street		.28
Main Branch Library	Charles Bell*	.80_
City Hall	Charles Bell*	
100 Larkin St.	Charles Bell*	
Louise M. Davies Symphony Hall		
Marshall Square	Charles Bell*	
Boeddecker Park	28. Albert Gaspard - Open Space	
	Ethel Edwards*	
Union Square	29. Donald Hasselfeld	

DISTRICT IIIChristopher Complex1 - 2708 Custodian

Christopher Playground	30. Jose Garcia	6.722
South Park		.849
Levi Strauss Park		.250
Pier 54 Boat Launch		.055
Walter Haas Playground		3.718
Alioto Mini Park		.164
Howard and Langton		.213
Prentiss and Eugenia Streets		.057
Seward and Acme Alley		.143
Shotwell near 15th Street		.096
18th and Utah		.172
24th Street Mini Park		.119
Berkeley Way Lots		.87
Columbia Square		.25
Seward Street Park Extension		.23
Juri Commons Property		.26
Four Lots in Diamond Heights		3.5
Diamond near Castro		1.
Rickard Street Site		.25

DISTRICT IIIAcreageWestern Addition Complex4 - 2708 Custodian

Alamo Square		13.601
Beideman Mini Park		.059
Buchanan Street Mall	31. David O'Neil-Open Space	3.175
Bush Street Mini		.183
Cottage Row Mini		.094
Ella Hill Hutch Ctr.		2.344
Fillmore Mini		.228
Fire Dept. Com. Ctr.		1.411
Golden Gate Mini		.092
Hamilton PG / RC Pool	32. Alvin White	3.947
	33. Vacant O/S position	
Hayes Valley Playground	David O'Neil*	.606
J.P. Lang Field	34. Lewis Jackson	5.642
Japanese Peace Pagoda		.126
Jefferson Square		5.642
Raymond S. Kimbell Playground	Alvin White*	5.441
Western Addition Branch Library		.178
Margaret Hayward Playground	Lewis Jackson*	4.232
Rosa Parks Senior Center	David O'Neil*	.610

Mission Dolores Complex4 - 2708 Custodian

Billy Goat Hill		4.100
Douglass Playground	35. David Krohn	10.480
Duboce Park	36. Wai Lee	4.214
Eureka Valley Rec. Center	37. Jaime Martinez	1.917
	Richard Ho*	
Harvey Milk Center	Wai Lee*	
Kite Hill		2.3
Levi Strauss		.250
Eureka Valley Branch Library		.031
Library - 3359 - 24th Street		
Noe Valley Branch Library		.048
Mission Dolores Park	David Krohn*	13.370
Mission PG. and Outdoor Pool	David Krohn*	1.328
Noe Valley Court	38. Eddie Reed	.925
Seward Street Mini/Ext		.543
Upper Noe Recreation Center	Eddie Reed*	2.512

DISTRICT IIIAcreagePotrero Hill Complex6 - 2708 Custodian

Potrero Hill Rec. Center	39. James Anderson	9.543
Cosco Triangle		.250
Folsom Playground	40. Edwin Contreras	.787
Franklin Square		4.408
Garfield Square and Pool	41. John Broussard	2.925
Jackson Playground	James Anderson*	4.408
Potrero Hill Library		.031
McKinley Square		-2.986
Mission Rec Center		.422
2450 Harrison St.	42. Rochelle Billings Open Space	
745 Treat St.	43. Earl Ragland Open Space*	
Potrero del Sol		4.600
Potrero Hill Mini Park		.631
Precita Park (Bernal)		2.098
Rolph Playground	John Broussard*	3.084
South Park		.849
6th. and Folsom Park	44. Cho Chow Lin Open Space	

DISTRICT IVStern Grove Complex2 - 2708 Custodian

Sigmund Stern Grove	45. Jesus Orozco Open Space	27.149
	46. Richard Ho	
Aptos Playground		4.637
Junipero Serra Playground		1.508
Larsen Park & Pool		6.610
Merced Heights Playground		1.033
Pine Lake Day Camp		30.958
Rolph-Nichol Park (Eucalyptus Park)		2.500
Merced Branch Library		.269
West Portal Branch Library		.047
Parkside Playground		

Sunset Complex3 - 2708 Custodian

West Sunset Playground	47. Francisco Perea	16.810
South Sunset Playground	48. John Horton	3.6
Sunset Recreation Center	49. Yiu K. Cheung	3.306
McCoppin Square & Playground	John Horton*	7.570
Ortega Branch Library		.034
Parkside Branch Library		.126
Sunset Branch Library		.024

DISTRICT IVAcreageBuena Vista Complex3 - 2708 Custodian

Mini Park - Saturn & Ord Sts.		
Green Belt Area/Open Space		
Buena Vista Park		36.000
Corona Heights Park		16.588
Randall Jr. Museum	50. Florentino Risano	
Grattan Playground		1.524
J.P. Murphy Playground	51. Certification #1 Pending	.486
Midtown Terrace Playground	Certification #1 Pending*	13.370
Peixotto Playground		1.5
States Street Playground		2.5
West Portal P/G	52. Patricia Davis	
Park Branch Library		7.480
Grand View Park		1.100
Mount Olympus		.230
Twin Peaks		13.580
Grandview Park Extension		2.7
Tank Hill		2.8
Golden Gate Heights		7.480
Sutro Forest		
Mini Park/Stanyan & 17th Sts./Open Space		
Belgrave & Stanyan Sts./Open Space		

Richmond Complex2 - 2708 Custodian

Laurel Hill		1.418
Ross Park and Pool	53. Lewis Reed	6.535
Richmond Playground	54. Willie Sampson	.826
Rochambeau Playground	Willie Sampson*	.826
Argonne Playground	Willie Sampson*	.826
Cabrillo Playground	Lewis Reed*	.835
Dupont Tennis Courts		.826
Fulton Playground	Lewis Reed*	.826

Kezar1 CustodianKezar Pavilion

55. Terry Holman

City Wide Custodial Crew4 - 2708 Custodian

56. Certification #2 Pending
57. Hartzell Craig
58. Gary Cook
59. Armando Perez

The major responsibility of the city wide crew is to clean the eight department swimming pools and to provide vacation relief and do major cleaning activities at departmental facilities.

916F

GOLDEN GATE PARKHoward Lee - Model Yacht Club, Anglers
Lodge, Great HighwayConcepcion Monciano - Japanese Tea
Garden, Bandstand, Section 5Shia Chan - Japanese Tea Garden,
Bandstand, Section 5

Ernest Ervin - McLaren Lodge Annex

Rodolfo Batac - Japanese Tea Garden,
Bandstand, Section 5Charles Scott - Japanese Tea Garden,
Bandstand, Section 5

Russell Helmer - Arboretum

Thomas Dang - GGP Senior Center

Rose Yee - Lodge, Corporation Yard

Robert Richardson - Tennis Courts,
Bowling GreensAllen Williams - Childrens Carrousel,
Sharon Arts Building (Open Space Funded)CANDLESTICK PARKCandlestick Park Fund 02-222

Allan Addiego

YACHT HARBORYacht Harbor Fund 02-224

Mitchell Emerson

ZOOGeneral Fund

Doris Yee

Augusto Romero

William Cornwell

Virginia Batoon

Victor Vigil

Jeffery Williams

Juanita Bishop

Items 11 and 12 - Files 101-89-109 and 102-89-42

Department: Board of Supervisors

Item: Supplemental Appropriation Ordinance for permanent salaries and mandatory fringe benefits, telephone, materials and supplies, data and word processing equipment, communications and furnishings/furniture for the creation of four positions (File 101-89-109).

Annual Salary Ordinance amendment reflecting the addition of four positions (File 102-89-42).

Amount: \$77,775

Source of Funds: \$18,990 from General Fund - General Reserve and \$58,785 in savings from previously appropriated permanent salary and mandatory fringe benefit monies.

Description: The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-42) would create four positions. The proposed amendment, which will be reviewed at a future meeting of the Civil Service Commission, is as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	1989-90 <u>Biweekly</u> <u>Salary</u>	Top Step <u>Annual</u> <u>Salary</u>
Add	3	A067 Legislative Policy Analyst	\$1,626-\$1,975	\$51,350
Add	1	1452 Exec. Secretary II	\$1,093-\$1,323	\$34,398

At the top step, the four positions to be added would cost \$188,448 in annual salary costs.

The proposed Supplemental Appropriation Ordinance would appropriate \$77,775 for permanent salaries and mandatory fringe benefits, telephone, materials and supplies, data and word processing equipment, communications and furnishings/furniture for fiscal year 1989-90 as follows:

Permanent Salaries	\$39,953
Mandatory Fringe Benefits	4,522
Telephone	2,000
Materials & Supplies	1,600
Data & Word Processing Equip.	22,900
Facsimile Machine	2,000
Furnishings/Furniture	<u>4,800</u>
Total	\$77,775

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. As part of its recently implemented reforms of its legislative committee structure, the Board of Supervisors passed a motion in March, 1990 directing the Clerk of the Board to seek a Supplemental Appropriation Ordinance and an amendment to the Annual Salary Ordinance for the hiring of three Legislative Policy Analysts and one Executive Secretary. The four new staff, if approved, would occupy space within City Hall previously occupied by the Department of Public Work's Personnel Administration Division. All of the non-personnel costs included in the proposed supplemental appropriation are for equipment, materials and supplies and furnishings for the office of the proposed four staff.

2. According to Mr. John Taylor, Clerk of the Board of Supervisors, the proposed funding is calculated based on one of the Legislative Policy Analysts and the Executive Secretary being hired as regular Civil Service employees and therefore entitled to all mandatory fringe benefits. The other two Legislative Policy Analysts would be limited tenure temporary employees who would only receive health benefits after six months.

3. Of the \$77,775 included in the proposed supplemental appropriation, \$18,990 would be provided from the General Fund - General Reserve. The balance of funds, \$58,785, would be provided from excess salary and mandatory fringe benefit savings from the Office of the Clerk of the Board of Supervisors.

4. The requested supplemental appropriation is based on the three Legislative Policy Analysts and the one Executive Secretary beginning work on April 16, 1990. However, according to Mr. Taylor, the earliest that these four positions would be filled is April 30, 1990. Therefore, the requested amount of \$77,775 should be reduced by \$8,934 from \$77,775 to \$68,841 to provide funding for 4.5 biweekly pay periods between April 30, 1990 and June 30, 1990 and the General Fund - General Reserve source of funding should be reduced by \$8,934 from \$18,990 to \$10,056 as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
April 11, 1990

	Requested <u>Funding</u>	Recommended <u>Amount</u>	Recommended <u>Savings</u>
<u>Source of Funding</u>			
General Fund	\$18,990	\$10,056	\$8,934
Permanent Salaries and Mandatory Fringe Benefits	<u>58,785</u>	<u>58,785</u>	<u>0</u>
Total	\$77,775	\$68,841	\$8,934
<u>Proposed Use</u>			
Permanent Salaries	39,953	32,527	7,426
Mandatory Fringe Benefits	4,522	3,014	1,508
Telephone	2,000	2,000	0
Materials and Supplies	1,600	1,600	0
Data & Word Processing Equip.	22,900	22,900	0
Communications	2,000	2,000	0
Furnishings/Furniture	<u>4,800</u>	<u>4,800</u>	<u>0</u>
Total	\$77,775	\$68,841	\$8,934

Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reduce the needed funding by \$8,934 from \$77,775 to \$68,841 and reduce the General Fund - General Reserve monies by \$8,934 from \$18,990 to \$10,056 and approve as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 13 -File 101-89-110

Departments: Chief Administrative Officer (CAO)
Department of City Planning (DCP)
City Attorney
Real Estate Department
DPW Bureau of Architecture

Item: Supplemental Appropriation Ordinance for Capital Improvement Project.

Amount: \$25,500

Source of Funds: General Fund Reserve
(Unencumbered Balances from Completed Capital Projects)

Description: The Chief Administrative Officer (CAO) and the Director of Planning have requested a supplemental appropriation in behalf of the Capital Improvement Advisory Committee to be used to solicit and evaluate proposals from the private sector to construct (1) a new City office building and (2) a new facility for the Civil Courts. The new developments would be located on two separate sites.

The proposed new City office building would be located on the north side of McAllister Street between Polk Street and the corner of McAllister Street and Van Ness Avenue. The site being considered includes three City-owned parcels and possibly the air-rights on one privately-owned parcel.

A second and separate development would join the San Francisco Unified School District (SFUSD) and the combined Civil Courts on SFUSD-owned property behind the SFUSD Van Ness Avenue headquarters building.

In December of 1987, the Board of Supervisors approved Resolution No. 1125-87 which accepted the Civic Center Development Program and urged the Chief Administrative Officer to prepare an implementation plan which would include a "realistic assessment of public and private sector funds to carry out the recommendations of the program".

At the present time the CAO and the Director of Planning admit that they have no viable plans for either added Civic Center office space nor a solution to the overcrowded courtroom dilemma, and in their best judgement these problems have only gotten worse.

BOARD OF SUPERVISORS
BUDGET ANALYST

Therefore, the CAO and the Director of Planning have recommended a new approach with the encouragement of proposals from the private sector to develop solutions to the shortage of office space for City departments and the Courts. The proposed appropriation of \$25,500 would permit the preparation of a "Request for Developers Interest" and for the task of evaluating developers' responses. The proposed work should determine if the private sector would be interested in financing and constructing new City office and Court/School Headquarters buildings. The \$25,500 would be distributed among these City agencies as follows:

<u>Department</u>	<u>Rate</u>	<u>Hours</u>	<u>Total</u>
City Attorney	\$95/hour	79	\$7,500
Real Estate Department	\$70/hour	114	8,000
DPW Bureau of Architecture			
Senior Architect	\$61/hour	40	2,440
Architect	\$55/hour	60	3,300
Associate II	\$48/hour	80	3,840
Clerical	\$25/hour	17	<u>420</u>
Subtotal			\$10,000
Total			<u>\$25,500</u>

City Attorney - would research issues pertaining to each proposed development, advise the Real Estate Department on matters necessary to achieve the proposed developments and on alternative legal structures, and assist in the preparation of the Request for Developers Interest and the evaluation of developers' responses.

Real Estate Department - would undertake preliminary negotiations to secure the private/public property rights needed to achieve each development, review of City property records, ordering of title reports, preliminary recommendations regarding possible jurisdictional transfers, and assist in the preparation of the Request for Developers Interest and the evaluation of developers' responses.

DPW Bureau of Architecture - would prepare diagrammatic plans for each development proposal, determine allowable building envelopes and number of floors and basements to be considered, reference to code requirements, preparation of exterior design guidelines for each proposal, outline the quality and scope of interior work, and assist in the preparation of the Request for Developers Interest, the printing and distribution of plans and the evaluation of developers' responses.

Comments:

1. According to Mr. Peter Miller of the Capital Improvement Advisory Committee (CIAC), the preparation of the request for proposal and the review of developers' responses would occur over the next nine months upon approval of the subject legislation.

2. Mr. Calvin Malone advises that several other major elements of the Civic Center Development Program are currently underway including plans for a new Main Library at 100 Larkin Street, the assurance of funding to upgrade the existing Main Library per earthquake standards in order to house the Asian Art Museum which has agreed to relocate to this new location, interim improvements to Civic Center Plaza, and the placing on the June 1990 ballot of a bond proposal for the seismic upgrading of other Civic Center buildings.

Recommendation:

Approve the proposed supplemental appropriation ordinance.

Item 14 -File 101-89-111

Department: Department of Social Services (DSS)

Item: Supplemental Appropriation Ordinance

Amount: \$1,036,000

Source of Funds: State Department of Social Services – In-Home Supportive Services (IHSS) Allocation

Description: The State Department of Social Services (SDSS) awarded the City an In-Home Supportive Services (IHSS) allocation of \$28,696,128 for FY 1989-90. IHSS services include domestic care, non-medical personal care and protective supervision services provided for the purpose of delaying or preventing out-of-home placement of the aged, blind or disabled. Such services enable IHSS clients to remain in or return to their homes and thus avoid inappropriate institutionalization.

IHSS services are provided to eligible City residents either by an employee of Remedy Home and Health Care Inc. or National Homecare Systems, Inc., two agencies under contract to the City, or by individual providers arranged for by the person being served and paid directly by the State. Of the \$28,696,128 awarded to the City for the IHSS allocation for FY 1989-90, \$8,473,974 was approved for payment of the City's contracts with Remedy Home and Health Care, Inc. and National Homecare Systems, Inc. and \$20,222,154 was held by SDSS for direct payment by the State to individual providers.

DSS did not receive State approval of the \$8,473,974 for payment of the contracts with Remedy Home and Health Care Inc. and National Homecare Systems, Inc., until November of 1989. Since DSS did not know the actual amount that would be approved by the State, for these contractual services, an estimated amount of \$7,326,000 (the amount previously budgeted for FY 1988-89) was included in the Department's 1989-90 budget. According to DSS, the total 1989-90 expenditure for these contractual services is now projected to be \$8,359,670.

DSS has therefore projected a budgetary shortfall of \$1,033,670 in the Home Contractual Assistance account based on actual expenditures from July 1, 1989 through February 28, 1990 and projected expenditures from March 1, 1990 through June 30, 1990. DSS's projected 1989-90 total expenditures and shortfall are as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

1989-90 Budget Appropriation \$7,326,000

Less:

Actual Expenditures -	
7/1/89 through 2/28/90	\$5,327,681
Projected Expenditures-	
3/1/90 through 6/30/90	<u>3,031,989</u>
Total Projected Expenditures	<u>8,359,670</u>
Projected Budgetary Shortfall	\$1,033,670

Comment:

As noted above, DSS's current projected budgetary shortfall in its Home Contractual Assistance account is \$1,033,670. This amount is \$2,330 less than the \$1,036,000 requested in the proposed legislation. Therefore, the requested amount of \$1,036,000 should be reduced by \$2,330 to \$1,033,670.

Recommendation:

Amend the legislation to reduce the supplemental appropriation request by \$2,330, from \$1,036,000 to \$1,033,670, and approve the proposed ordinance as amended.

Item 15 -File 101-89-112

Department: Law Library

Item: Supplemental Appropriation Ordinance to increase the Law Library's 1989-90 budget for retirement benefits.

Amount: \$2,000

Source of Funds: General Fund - General Reserve

Description: Mr. John Hauff of the Law Library has advised the Controller that fringe benefits for retirement benefits were underestimated in their current 1989-90 budget, which would result in an end of the fiscal year deficit in the amount of \$2,000.

Ms. Cynthia Quevedo of the Controller's Office has reviewed the current budget of the Law Library, confirms that such a deficit exists and that an amount of \$2,000 will be needed to cover a deficit in the retirement account based on a projection of costs completed in February of 1990.

Comment: The Budget Analyst has reviewed the Controller's projected budget deficit of \$2,000 for the Law Library and agrees with the analysis of the Controller.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 16 -File 82-90-3

Department: Real Estate Department

Item: Resolution to authorize the City and County of San Francisco to accept a water main easement from the San Francisco Unified School District, and adopt findings that the acceptance of the easement is consistent with the eight priority policies of City Planning Code Section 101.1.

Location: Water main easement at the northerly boundary of the El Dorado Elementary School adjacent to the John McLaren Park and Golf Course (see attached map).

Purpose: To allow for the construction of an eight-inch water main on school property.

Size: The easement on school property is approximately 1,500 square feet.

**Easement Rights
Purchase Price:** No cost to the City.

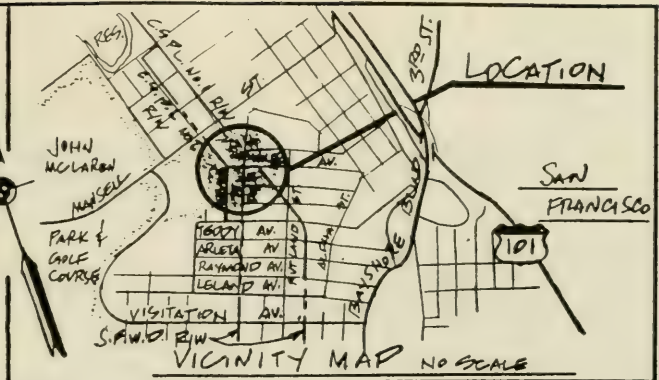
Comments:

1. Mr. Marty Leiberman of the Water Department advises that it was necessary to relocate the eight-inch water main to accommodate the construction of a new street servicing the construction of new homes in the area.
2. According to the Department of City Planning, the acceptance of the sewer easement of the City is in conformance with the City's Master Plan, and has been reviewed for consistency with the Eight Priority Policies of Planning Code Section 101.1.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

LOCATION OF
EASEMENT TO
BE ACQUIRED
1500 ± S.F.



SAN FRANCISCO
BL DORADO

UNIFIED SCHOOL DISTRICT
HIGH SCHOOL

BLOCK 6179

LOT 2

E OF 8" &
S.F. WATERMAIN

POB

R

371

361

6'

4" S.O. 7
8" G.V.

WILDE
AVE.

JOHN MCLAREN
PARK AND
GOLF COURSE

BLOCK 6220

CITY AND COUNTY OF SAN FRANCISCO

PUBLIC UTILITIES COMMISSION

SAN FRANCISCO WATER DEPARTMENT

Item 17 - File 153-90-3

Department: Department Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to apply for, accept and expend a continuation Federal grant.

Amount: Up to \$11,000

Source of Funds: Federal Challenge Grant funds through the State Department of Social Services, Office of Child Abuse Prevention

Grant Period: Fiscal Year 1990-91

Description: The proposed Federal Challenge Grant funds would provide matching funds of up to \$11,000 for the City's Children's Trust Fund. The Children's Trust Fund, which is administered by DSS, was established by AB 2994 (Chapter II of the State Welfare and Charitable Contributions Code) which provides for \$4.00 of each \$11.00 birth certificate fee to be credited to this Fund for child abuse and neglect prevention and intervention programs. For FY 1989-90 the total revenue amount estimated for the Children's Trust Fund was \$188,589, which included, \$177,258 in birth certificate fees and \$11,331 in matching Federal Challenge Grant funds. Federal Challenge Grant funds are deposited directly to the Children's Trust Fund. The Social Services Commission determines what programs will be funded through the Children's Trust Fund pursuant to the provisions outlined in Section 10.117.34 of the Administrative Code. Any expenditure of funds from the Children's Trust Fund is subject to approval by resolution of the Board of Supervisors.

The DSS reports that the proposed Federal Challenge Grant funds for FY 1990-91, would be used to continue their contract with the University of California, San Francisco (UCSF) for the provision of consultation and training to DSS staff and foster parents involved in the Fragile Infant Special Care Program (FISCP). The FISCP is one of five programs aimed at preventing child abuse and neglect which are currently funded by the Children's Trust Fund. The FISCP includes infants who are born dependent on alcohol and drugs and/or have extraordinary medical problems, or test positive for HIV antibodies or AIDS.

Units of Service to be Provided: 245 hours of consultation and training

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
April 11, 1990

Local Match: None

Indirect Costs: None

Project Budget:	<u>Contractual - UCSF</u>	\$ 9,474
	Consulting Services	<u>1,421</u>
	Indirect Costs	\$10,895

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 18 - File 209-90-1

Departments: Academy of Sciences
Department of Public Works (DPW)

Item: Resolution authorizing reimbursement for seismic upgrading expenditures

Amount: Not to exceed \$1,897,000, less DPW's monitoring costs (See Comment 6)

Source of Funds: 1989 Proposition A (Public Buildings Safety Improvement Bonds) Bond Proceeds

Description: The Academy of Sciences buildings are owned by the City. However, in accordance with the City's Charter Sections 3.640 and 3.641, the Academy of Sciences has control over the improvement, management, superintendence and operation of its buildings.

In May, 1988, the DPW issued a report on seismic hazards in City-owned facilities which concluded that certain Academy of Sciences buildings needed significant seismic work. In July, 1988, the Academy of Sciences hired a private engineering firm, at a cost of \$20,000, which confirmed the findings of the DPW report and suggested methods of seismic upgrade to the Academy of Sciences. In May, 1989, DPW developed estimates for seismic upgrading and related expenses for the Academy of Sciences' Cowell Hall and the Research/Invertebrate, Zoology and Geology (IZG) buildings.

On November 7, 1989, San Francisco voters approved Proposition A, a \$59.7 million bonded indebtedness to pay for seismic safety and other improvements to City-owned facilities, including the Academy of Sciences facilities. Under that proposed bond measure, the DPW is to provide in-house staff or contracts for the required architectural, engineering and seismic safety and other improvements for the various City departments. However, the Academy of Sciences has already expended its own funds to retain licensed structural engineers and architects to prepare the necessary construction documents for the seismic upgrading.

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed resolution would enable the Academy of Sciences to further expend its own funds to contract for the required seismic work and to be reimbursed for these expenditures by the City from the proceeds of the Proposition A Bond Fund monies.

The proposed resolution specifically states that the City would reimburse the Academy of Sciences seismic work expenditures only if the following five conditions are met:

1. The work performed is of substantially the same quality as if DPW had performed the project, to be determined by the Director of DPW and the Chief Administrative Officer (CAO);

2. Except for the seismic studies, structural and architectural plans and bid documents, for which the Academy of Sciences will not be reimbursed, the Academy of Sciences will comply with all City bidding requirements and the MBE/WBE/LBE requirements, to be determined by the Director of DPW, the CAO and the Executive Director of the Human Rights Commission;

3. The Director of DPW approves the reimbursement payments for the Academy of Sciences through the City Controller;

4. The Academy of Sciences uses DPW's standard specifications, as revised, as part of the construction documents for the construction of the project;

5. The Academy of Sciences notifies the Director of DPW on or before July 1, 1990 of its intent to undertake the seismic construction work.

Comments:

1. In July, 1988, the Board of Supervisors approved the California Academy of Sciences Master Plan (Resolution No. 549-88). According to Mr. Glen Angell, the Academy of Sciences Construction Manager, the Master Plan includes a project to renovate Cowell Hall's porch and entry area. The Academy of Sciences is proposing to combine and coordinate the scheduled Master Plan work with the proposed seismic safety work on the building in order to expedite and most economically complete the necessary seismic work.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Mr. Angell reports that, because of the potential liability and life safety issues, the Academy of Sciences Board of Trustees has directed that this seismic safety work proceed immediately and that the work be completed as soon as possible. According to Mr. Angell, if the proposed resolution is approved, the Academy of Sciences anticipates starting construction in early July, 1990 and having the seismic safety construction work completed by October or November of 1990. Mr. Angell reports that although there will be a need to create a temporary entrance and relocate the retail store during the construction, the Academy of Sciences anticipates remaining open to the public throughout the construction period.

3. According to Mr. Mark Primeau, the Director of the Seismic Safety Projects for DPW, if the DPW were to perform the necessary work, instead of permitting the Academy of Sciences to perform the work, it is anticipated that the work would not begin until approximately the Winter of 1991 and that the work would not be completed until approximately July, 1991, a delay of up to nine months.

4. The proposed resolution specifically states that the City will not reimburse the Academy of Sciences for the private expenditure of funds for seismic studies, architectural and structural engineering studies or for the preparation of bid documents. Mr. Angell reports that in addition to the Academy of Science's initial \$20,000 expenditure for private architectural and engineering confirmation of the DPW's seismic analysis and an identification of alternatives, the Academy of Sciences has expended approximately \$200,000 of its own funds for private design and engineering studies for Cowell Hall. The Academy of Sciences did not follow the City's Request for Proposal or MBE/WBE/LBE requirements for either of these studies. Rather, the Academy of Sciences retained the architectural firm of Robinson, Mills and Williams, with whom the Academy of Sciences has had an ongoing relationship. Mr. Angell reports that the source of funds used to pay for these studies is the Academy of Sciences' Endowment Fund. According to the Academy of Sciences' financial statements, the Endowment Fund, a private donation fund, had a total fund balance of over \$32 million as of June 30, 1989.

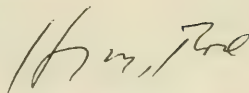
BOARD OF SUPERVISORS
BUDGET ANALYST

5. The proposed resolution states that if the identified conditions are met, as listed in the Description above, including the City's bid and MBE/WBE/LBE requirements, the City will fully reimburse the Academy of Sciences for any private expenditure of funds for the seismic work upgrade and related work pertaining to Cowell Hall, as set forth in DPW's Bond Program report. DPW's Bond Program report includes \$1,897,000 for Cowell Hall. The Academy of Science intends to use their Endowment Fund to advance the necessary funds for completion of the seismic work on their facilities and to then use the Proposition A Bond proceeds funds reimbursed by the City to reimburse the Academy of Sciences Endowment Fund.

6. Mr. Mark Primeau, the Seismic Safety Manager for the Department of Public Works reports that DPW will monitor the seismic work that would be performed on the Academy of Sciences facilities. To date, the cost for DPW to monitor the work has not been determined. However, these DPW costs will be included as part of the total Bond funds available for Cowell Hall. According to Mr. Dick Evans of DPW, if the construction cost for the seismic work exceeds the amount included in DPW's Bond Program report for the Academy of Sciences, less the amount required by DPW to monitor the work, the Academy of Sciences will be expected to make up the difference with their own private funds. The total amount included in the DPW Bond Program report for Cowell Hall is \$1,897,000.

7. DPW's Bond Program also includes \$2,001,000 for the Academy of Science's Research/IZG building. According to Mr. Angell, it is anticipated that the DPW will have full responsibility for the entire Research/IZG building's work, including the architectural, engineering and construction contract work through the use of Proposition A Bond Fund monies. Therefore, the proposed resolution does not include reimbursement to the Academy of Sciences by the City from the proceeds of its Proposition A Bond Fund monies for the work on the Academy of Science's Research/IZG building.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

70.25
7
E/10

DOCUMENTS DEPT.

APR 24 1990

SAN FRANCISCO
PUBLIC LIBRARY

C A L E N D A R
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, APRIL 18, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER, Items 4, 5, 6, 7, 8, 9, 10, 11, 13,
and 14

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be
available for review on the counter in the Office of the
Clerk of the Board, Room 235, City Hall, 10:00 a.m. the
date of the meeting.

SPECIAL ORDER - 3:00 P.M.

1. File 100-89-23. Hearing to consider year-end 1989-90
budget review. (Supervisor Walker)

(Continued from 4/11/90.)

Mayor's Office of Children, Youth and Families
Public Library
Department of Public Health (Except Forensics which will
be heard on April 25, 1990)
Department of Social Services
Recreation and Park Department Latch-key and Afterschool
Programs only
Juvenile Probation Department, including Youth Guidance
Center, Log Cabin Ranch, etc.
Juvenile Court
Police - Children and youth specific services and programs
only
Fire Department

ACTION: HEARING HELD. CONTINUED TO 4/25/90.
CONSIDERATION OF FIRE DEPARTMENT CONTINUED TO
CALL OF THE CHAIR. REMAINDER

CONSENT CALENDAR

2. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
- a) File 196-90-3. [Grant State Funds] Resolution authorizing the Transportation Policy group to propose a program of projects for anticipated state funding using Flexible Congestion Relief and Urban Rail improvement capital resources. (Supervisor Britt)
 - b) File 172-90-6. [Government Funding - Loan Agreement] Resolution authorizing the Controller and Director of Public Health to enter into a loan agreement in the amount of not to exceed the sum of \$87,494,000 with the California Health Facilities Financing Authority. (City Attorney)
 - c) File 100-89-1.16. Requesting release of reserved funds, Purchasing Department, in the amount of \$299,362, for implementation of Missouri Automated Procurement System (MAPS), Phase A (Vendor and Commodity File). (Purchasing Department)
 - d) File 100-89-1.17. Requesting release of reserved funds, Public Defender, in the amount of \$10,000, for jail alternatives, for two purposes (\$5,000 to cover coordination of a planning effort with the Mayor's Office of Housing, D.S.S., and the D.P.H. for pregnant women in trouble with the law, and \$5,000 to cover retaining a person(s) to write a proposal for the development of a Criminal Justice Strategic Plan. (Public Defender)

ACTION: ITEM 2a File 196-90-3 RECOMMENDED.
ITEM 2b File 172-90-6 RECOMMENDED.
ITEM 2c File 100-89-1.16 RELEASE OF \$299,362
RECOMMENDED. FILED.
ITEM 2d File 100-89-1.17 RELEASE OF \$10,000
RECOMMENDED. FILED.

REGULAR CALENDAR

3. File 100-90-3. To consider a children's budget for San Francisco. (Supervisor Alioto)

(Continued from 3/28/90.)

ACTION: HEARING HELD. RESOLUTION (as presented by Supervisor Alioto in Committee) PREPARED IN AND REPORTED OUT OF COMMITTEE ENTITLED:
"[Children's Budget] RESOLUTION URGING THE MAYOR'S OFFICE IN ITS SUBMISSION OF THE CITY'S ANNUAL BUDGET TO INCLUDE A COMPREHENSIVE SUMMARY OF ALL REVENUES AND EXPENDITURES FOR CHILDREN'S SERVICES." RECOMMENDED.

4. File 101-89-45. [Government Funding] Ordinance appropriating \$102,000, Public Works, for capital improvement project (Candlestick Park Pedestrian Overpass); rescinding \$102,000 from capital improvement project (Candlestick Park Land Control Signals) RO #9107 (Controller)

(Continued from 11/1/89.)

ACTION: RECOMMENDED.

5. File 209-90-1. [Academy of Sciences] Resolution authorizing reimbursement to the California Academy of Sciences from the proceeds of the November 7, 1989 Proposition A bond proceeds (public buildings safety improvement bonds) for the Academy's expenditures of its private funds for the seismic upgrading of certain Academy buildings owned by the City. (Supervisor Walker)

(Continued from 4/11/90.)

ACTION: CONTINUED TO CALL OF THE CHAIR.

6. File 47-90-2. [Parking Lease Amendment] Ordinance approving and authorizing execution of sixth amendment of Golden Gateway Garage Lease. (Parking and Traffic Commission)

ACTION: RECOMMENDED.

7. File 82-90-4. [Grant of Easement] Ordinance authorizing grant of a 1,120 square foot easement to Pacific Gas and Electric Company for installation of an underground electric line crossing Hetch Hetchy Parcel No. 623 in Stanislaus County. (Real Estate Department)

ACTION: RECOMMENDED.

8. File 101-89-113. [Government Funding] Ordinance appropriating \$163,600, Department of Public Works, for freight, copy machine, communications, furnishings/furniture, data processing, services of other departments - Real Estate and service of other departments - Building Maintenance. RO #9246 (Controller)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$153,400. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$153,400, DEPARTMENT OF PUBLIC WORKS, FOR FREIGHT, COPY MACHINE, COMMUNICATIONS, FURNISHINGS/FURNITURE, DATA PROCESSING, SERVICES OF OTHER DEPARTMENTS - REAL ESTATE AND SERVICE OF OTHER DEPARTMENTS - BUILDING MAINTENANCE." RECOMMENDED AS AMENDED.

9. File 101-89-114. [Government Funding] Ordinance appropriating \$91,736,500, Airports Commission, for various capital improvement projects. RO #9244 (Controller)

ACTION: RECOMMENDED.

10. File 101-89-115. [Government Funding] Ordinance appropriating \$325,000, Department of City Planning, for capital improvement project (Mission Bay Project), for the creation of two position; companion measure to File 102-89-43. RO #9242 (Controller)

ACTION: RECOMMENDED.

11. File 102-89-43. [Public Employment] Ordinance amending Annual Salary Ordinance, 1989-90, Department of City Planning, reflecting the addition of two positions (Classifications 5299 Planner IV-Environmental and 5277 Planner I). (Civil Service Commission)

ACTION: AMENDMENT OF THE WHOLE ADOPTED, BEARING SAME TITLE. RECOMMENDED AS AMENDED.

12. File 101-89-116. [Government Funding] Ordinance appropriating \$241,333, Purchasing Department, for program project budget (operations improvement projects); rescinding \$68,503 from permanent salaries and related mandatory fringe benefit - retirement. RO #9247 (Controller)

ACTION: AMENDED PER BUDGET ANALYST REPORT. NEW TITLE: [Government Funding] ORDINANCE APPROPRIATING \$241,333, PURCHASING DEPARTMENT, FOR PROGRAM PROJECT BUDGET (operations improvement projects); RESCINDING \$268,133 FROM PERMANENT SALARIES, RELATED MANDATORY FRINGE BENEFIT - RETIREMENT, EQUIPMENT, AND STORES PURCHASE." RECOMMENDED AS AMENDED.

13. File 101-89-119. [Government Funding] Ordinance appropriating \$234,493, Sheriff, for permanent salaries and related mandatory fringe benefits, temporary salaries and overtime; placing on reserve \$77,728 for overtime as recommended by the Mayor's Office. RO #9255 (Controller)

ACTION: AMENDED BY REDUCING TOTAL APPROPRIATION TO \$219,028; AND RESERVING \$56,760 PENDING FINANCE COMMITTEE APPROVAL. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$219,028, SHERIFF, FOR PERMANENT SALARIES AND RELATED MANDATORY FRINGE BENEFITS, TEMPORARY SALARIES AND OVERTIME; PLACING ON RESERVE \$ 56,760 FOR OVERTIME PENDING FINANCE COMMITTEE APPROVAL." RECOMMENDED AS AMENDED.

14. File 282-89-1. Hearing to consider a uniform policy for imposition of user fees by all City agencies and departments. (Supervisor Gonzalez)

ACTION: CONTINUED TO 4/25/90.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

April 18, 1990

TO: Finance Committee

FROM: Budget Analyst

SUBJECT: April 18, 1990 Finance Committee Meeting

DOCUMENTS DEPT.

APR 19 1990

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 - File 100-89-23

1. This item is a hearing to consider the year-end 1989-90 budget review for the following departments and programs:

- Public Library
- Department of Pubic Health (excluding Forensics)
- Department of Social Services
- Mayor's Office of Children, Youth and Families
- Recreation and Park's Latch-key and After-School Programs
- Juvenile Probation
- Juvenile Court
- Police Department's Children and Youth Specific Programs
- Fire Department

2. As requested, the Budget Analyst has prepared specific information for each department to be reviewed. Based on detailed expenditure and revenue reports provided by the Controller's Office, the Budget Analyst has compiled revised revenue budgets as of February 16, 1990 and revised expenditure budgets as of January 31, 1990. The revised revenue and expenditure budgets are compared to the current revenue and expenditure projections such that the difference, or the net variance, can be determined. A positive amount reflects a favorable projection and a negative amount reflects an unfavorable projection.

3. New position information is provided based upon (a) the number of new positions authorized in the fiscal year 1989-90 budget and (b) any supplemental appropriations to date that have authorized new positions. The actual number of

positions filled for each department is identified. Any difference between the number of positions authorized and the number of positions filled would reflect the number of vacant positions.

4. The amount of total grant funds for each department is not readily available. The Budget Analyst is in the process of identifying and summarizing departmental grant data for inclusion in reports to the Finance Committee during the June budget review process.

5. The Budget Analyst has provided a summary of the total amount of supplemental appropriations that have been approved by the Board of Supervisors for the subject departments and programs thus far in fiscal year 1989-90.

6. As previously reported, with regard to the questions as to how the Board of Supervisors might structure and/or require regular and routine evaluation of City programs and functions, the Board of Supervisors could structure and/or require regular and routine evaluation of City programs and functions through a formalized system of program and function reviews. Such program and function reviews could involve a scheduled department by department, program by program and function by function evaluation. These reviews would include evaluations in order to insure that such programs and functions are achieving the goals established by the Board of Supervisors at the time of funding.

PUBLIC LIBRARY

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$870,088	\$774,580	\$(95,508)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$20,187,000	\$19,934,000	\$253,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	3
Supplemental Appropriations	4
Total Departmental Positions	377
Departmental Positions Filled	373

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Continuation of Municipal Reference Service (previously grant funded)	\$124,053	\$124,053

BOARD OF SUPERVISORS
BUDGET ANALYST

**DEPARTMENT OF PUBLIC HEALTH
(EXCLUDING FORENSICS)**

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$72,525,659	\$69,555,580	\$(2,970,079)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$431,323,000	\$426,752,000*	\$4,571,000

*Includes an estimated
\$132,000 in earthquake
recoverable expenditures

NEW POSITIONS

Fiscal Year 1989-90 Budget	353
Supplemental Appropriations	97
Total Departmental Positions	5,923
Departmental Positions Filled	5,645

BOARD OF SUPERVISORS
BUDGET ANALYST

**DEPARTMENT OF PUBLIC HEALTH
(EXCLUDING FORENSICS)
CONTINUED**

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Budget deficiencies in medical service contracts and other contractual services	\$1,920,000	\$1,920,000
Eleven positions and Medical Service contracts for Health Centers	391,054	391,054
Four positions for Records Statistics in Central Office	79,869	63,670
Eight positions for Data Processing	204,514	204,514
Salary Standardization	12,626,960	12,626,960
MOU required costs including funds for the addition of 68 positions in various divisions to meet workload standards.	2,088,767	2,031,555
Three Positions and Medical Service contracts for Medically Indigent Adults	167,108	167,108
Three positions and medical service contracts for AIDS programs at SFGH	575,898	571,129
Reclassification to Physicians Assistant	<u>2,482</u>	<u>2,482</u>
TOTAL	\$18,056,652	\$17,978,472

**BOARD OF SUPERVISORS
BUDGET ANALYST**

DEPARTMENT OF SOCIAL SERVICES

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$167,210,000	\$167,741,000	\$531,000

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$237,143,000	\$243,240,000	\$(6,097,000)

NEW POSITIONS

Fiscal Year 1989-90 Budget	98
Supplemental Appropriations	34
Total Departmental Positions	1,282
Departmental Positions Filled	1,129

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Independent Living Skills Program	\$212,074	\$212,074
Thirty-four new Positions for Family and Childrens Services and Medi-Cal Program	721,041	716,117
Housing Referral Program	<u>100,000</u>	<u>100,000</u>
TOTAL	\$1,033,115	\$1,028,191

BOARD OF SUPERVISORS
BUDGET ANALYST

**MAYOR'S OFFICE OF
CHILDREN, YOUTH AND FAMILIES**

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$95,000	\$95,000*	-0-

*Estimated Community Development and Robert Wood Johnson Grant funds.

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$580,323	\$580,323**	-0-

**Includes estimated expenditures from all funding sources.

NEW POSITIONS

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	2.0
Total Departmental Positions	4.5
Departmental Positions Filled	3.5

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Mayor's In-School Youth Program	\$425,323

BOARD OF SUPERVISORS
BUDGET ANALYST

RECREATION AND PARK'S LATCH-KEY AND AFTER-SCHOOL PROGRAMS

REVENUES

	REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Latch Key	\$5,978	\$5,978	-0-
After-School	-0-	-0-	-0-

EXPENDITURES

	REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Latch Key	\$ 300,000	\$ 300,000	-0-
After-School	<u>1,915,608</u>	<u>1,915,608</u>	<u>-0-</u>
Total	\$2,215,608	\$2,215,608	-0-

NEW POSITIONS

LATCH KEY AFTER-SCHOOL

Fiscal Year 1989-90 Budget	12	-0-
Supplemental Appropriations	-0-	-0-
Total Departmental Positions	25	124
Departmental Positions Filled	25	124

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Latch Key	-0-	-0-
After-School	-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

JUVENILE PROBATION

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$323,000	\$465,962	\$142,962

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$15,183,000	\$14,736,000	\$447,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	3
Supplemental Appropriations	-0-
Total Departmental Positions	264
Departmental Positions Filled	250

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Purchase of laundry equipment	\$26,253	\$26,253

JUVENILE COURT

The Juvenile Court's budget accounts are not readily identifiable because they are integrated with the Superior Court's budget accounts. The information below is based upon the cost of specific positions assigned to Juvenile Court operations from the Superior Court and the County Clerk's Office and positions serving the Juvenile Justice Commission.

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
-0-	-0-	-0-

EXPENDITURES

	REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Juvenile Court	\$2,579,198	\$2,871,731	\$(292,533)
Juvenile Justice Commission	<u>65,487</u>	<u>44,124</u>	<u>21,363</u>
Total	\$2,644,685	\$2,915,855	\$(271,170)

NEW POSITIONS

Fiscal Year 1989-90 Budget	1
Supplemental Appropriations	-0-
Total Departmental Positions	28
Departmental Positions Filled	28

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

**POLICE DEPARTMENT'S
CHILDREN AND YOUTH SPECIFIC PROGRAMS**

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
------------------------------	----------------------------------	--

-0-	-0-	-0-
-----	-----	-----

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
----------------------------------	--------------------------------------	--

Juvenile Division	\$1,720,789	\$1,720,789	-0-
Drug Education	<u>778,183</u>	<u>778,183</u>	<u>-0-</u>

Total	\$2,498,972	\$2,498,972	-0-
--------------	-------------	-------------	-----

NEW POSITIONS

Total Departmental Positions	2,742
Juvenile Division	20
Drug Education	10

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-------------------------------	-------------------------

-0-	-0-
-----	-----

**BOARD OF SUPERVISORS
BUDGET ANALYST**

FIRE DEPARTMENT

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$4,065,216	\$3,360,055	\$(705,161)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$136,032,000	\$139,663,000*	\$(3,631,000)

* An estimated \$543,000 is expected to be recovered from earthquake assistance.

NEW POSITIONS

Fiscal Year 1989-90 Budget	11
Supplemental Appropriations	-0-
Total Departmental Positions	1,609
Departmental Positions Filled	1,360

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Salary Standardization	\$9,720,455	\$9,720,455
Professional Services for Examinations	<u>40,700</u>	<u>40,700</u>
Total	\$9,761,155	\$9,761,155

SUMMARY TABLES

REVENUES

DEPARTMENT	REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Public Library	\$ 870,088	\$ 774,580	\$(95,508)
Department of Public Health (Excluding Forensics)	72,525,659	69,555,580	(2,970,079)
Department of Social Services	167,210,000	167,741,000	531,000
Mayor's Office of Children, Youth and Families	95,000	95,000	-0-
Recreation and Park's Latch-key and After-School Programs	5,978	5,978	-0-
Juvenile Probation	323,000	465,962	142,962
Juvenile Court	-0-	-0-	-0-
Police Department's Children and Youth Specific Programs	-0-	-0-	-0-
Fire Department	4,065,216	3,360,055	(705,161)

EXPENDITURES

DEPARTMENT	REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Public Library	\$20,187,000	\$19,934,000	\$253,000
Department of Public Health (Excluding Forensics)	431,323,000	426,752,000	4,571,000
Department of Social Services	237,143,000	243,240,000	(6,097,000)
Mayor's Office of Children, Youth and Families	580,323	580,323	-0-
Recreation and Park's Latch- key and After-School Programs	2,215,608	2,215,608	-0-
Juvenile Probation	15,183,000	14,736,000	447,000
Juvenile Court	2,644,685	2,915,855	(271,170)
Police Department's Children and Youth Specific Programs	2,498,972	2,498,972	-0-
Fire Department	136,032,000	139,663,000	(3,631,000)

NEW POSITIONS

DEPARTMENT

Public Library

Fiscal Year 1989-90 Budget	3
Supplemental Appropriations	4
Total Departmental Positions	377
Departmental Positions Filled	373

Department of Public Health (Excluding Forensics)

Fiscal Year 1989-90 Budget	353
Supplemental Appropriations	97
Total Departmental Positions	5,923
Departmental Positions Filled	5,645

Department of Social Services

Fiscal Year 1989-90 Budget	98
Supplemental Appropriations	34
Total Departmental Positions	1,282
Departmental Positions Filled	1,129

Mayor's Office of

Children, Youth and Families

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	2.0
Total Departmental Positions	4.5
Departmental Positions Filled	3.5

Recreation and Park's

Latch-Key and After-School Programs

Latch Key After-School

Fiscal Year 1989-90 Budget	12	-0-
Supplemental Appropriations	-0-	-0-
Total Departmental Positions	25	124
Departmental Positions Filled	25	124

Juvenile Probation

Fiscal Year 1989-90 Budget	3
Supplemental Appropriations	-0-
Total Departmental Positions	264
Departmental Positions Filled	250

**NEW POSITIONS
(CONTINUED)**

DEPARTMENT

Juvenile Court

Fiscal Year 1989-90 Budget	1
Supplemental Appropriations	-0-
Total Departmental Positions	28
Departmental Positions Filled	28

**Police Department's
Children and Youth Specific Programs**

Total Departmental Positions	2,742
Juvenile Division	20
Drug Division	10

Fire Department

Fiscal Year 1989-90 Budget	11
Supplemental Appropriations	-0-
Total Departmental Positions	1,609
Departmental Positions Filled	1,360

SUPPLEMENTAL APPROPRIATIONS

DEPARTMENT	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Public Library	\$ 124,053	\$ 124,053
Department of Public Health (Excluding Forensics)	18,056,652	17,978,472
Department of Social Services	1,033,115	1,028,191
Mayor's Office of Children, Youth and Families	425,323	425,323
Recreation and Park's Latch-Key and After-School Programs	-0-	-0-
Juvenile Probation	26,253	26,253
Juvenile Court	-0-	-0-
Police Department's Children and Youth Specific Programs	-0-	-0-
Fire Department	9,761,155	9,761,155

Item 2a - File 196-90-3

1. The proposed resolution would authorize the Transportation Policy Group (TPG) to propose a program of projects for anticipated State funding using Flexible Congestion Relief and Urban Rail Improvement Capital Resources. The Transportation and Policy Group includes representatives from the Office of the Mayor, Department of Public Works (DPW), Public Utilities Commission (PUC), Department of City Planning, Parking Authority and Police Department.

2. In July of 1989, the Governor signed legislation (known as State Concurrence Act 1 - SCA 1) to provide new funding for local transportation projects from an increase in the State gas tax and truck weight fees and the sale of General Obligation bonds. However, the increase in the gas taxes and the truck weight fees, as well as the sale of the General Obligation bonds, are contingent upon the passage by the State electorate in June of 1990 of Proposition 108, which would enact the Passenger Rail and Clean Air Bond Act of 1990 and Proposition 111 which would enact the Traffic Congestion Relief and Spending Limitation Act of 1990.

Proposition 108 would enact the Passenger Rail and Clean Air Bond Act of 1990. This Bond Act would add Chapters 17, 18 and 19 to Division 3 of the State of California's Streets and Highways Code, relating to financing a rail transportation program by providing the necessary funds through the issuance and sale of State of California General Obligation bonds. Specifically, the proposed Bond Act would authorize the State to issue \$1,000,000,000 (one billion dollars) of General Obligation bonds to finance the acquisition of rights-of-way, capital expenditures and acquisitions of rolling stock for intercity rail, commuter rail and urban rail transit and for capital improvements which directly support rail transportation.

The State Legislature has provided that in addition to the \$1 billion which would be authorized by the Bond Act of 1990, the Passenger Rail and Clean Air Bond Act of 1992 would be submitted for voter approval for the issuance of an additional \$1 billion of bonds in 1992 and the Passenger Rail and Clean Air Bond Act of 1994 would be submitted for voter approval for the issuance of another \$1 billion of bonds in 1994, for a total of \$3 billion. Over the next four years, California voters will therefore be asked to approve three separate \$1 billion rail transit bond measures, totalling \$3 billion. Proposition 108 on the June, 1990 ballot is the first of these measures.

The 1990 Bond Act revenues would only be available for use on specific routes and corridors. At least 15 percent of the revenues would have to be spent on intercity rail purposes and equitably expended on intercity rail corridors based on the relative population served by each corridor, although the specific appropriations would be determined by the State Legislature. However, Proposition 108 will not become effective unless Proposition 111 is also approved by the voters in June of 1990.

BOARD OF SUPERVISORS
BUDGET ANALYST

Proposition 111 would enact the Traffic Congestion Relief and Spending Limitation Act of 1990. This proposition would essentially change the spending limits imposed by the Gann Limit to allow greater flexibility. As a result of the Gann Limit, the State and local government entities in California are prohibited from exceeding an annual appropriations limit, based on adjustments due to annual changes in the cost of living and population, as currently specified.

Proposition 111 would also enable that Section of the SCA 1 legislation dealing with increases in State gas tax and truck weight fees to become effective. Under the provisions of the SCA 1 legislation, which was recently approved by the State, there would be a nine-cent increase per gallon in fuel tax (five cents on August, 1, 1990 and one additional cent for January 1, 1991, 1992, 1993 and 1994) and a 55 percent truck weight fee increase. A total of approximately \$15.5 billion is estimated to be raised over the next ten years in California from these two revenue sources. Including the proposed \$3 billion of bond funds from Proposition 108, these revenues would result in an estimated total of \$18.5 billion of new revenue for transportation in California during the next ten years. Passage of Proposition 111 by the California electorate in June of 1990 would permit the State to expend these new revenues.

3. In anticipation of the passage of Propositions 108 and 111 by the California voters, two funding programs have been established as follows:

Flexible Congestion Relief Program

This program would provide local governmental jurisdictions flexibility in selecting the most cost effective transportation investments regardless of mode.

Urban/Community Rail Program

This program would fund new rail systems and improvements to existing rail systems.

The TPG estimates that San Francisco will be allocated approximately \$250 million from these two State programs over the next ten years.

4. On February 12, 1990 the Board of Supervisors adopted legislation (File 196-90-1) authorizing the Transportation Policy Group (TPG) to submit the required list of transportation projects to the Metropolitan Transportation Commission (MTC) in order to be eligible for grant funding from the Flexible Congestion Relief and Urban/Commuter Rail Programs, that would be made available if Propositions 108 and 111 are approved by the State's voters in June of 1990. The TPG submitted three separate listings in the following three categories: Transit Projects, Streets and Traffic Projects, and Intermodal Rail Projects. Within each of these three categories the programs were ranked according to priority.

5. Subsequent to the Board of Supervisors authorizing the TPG to submit the required list of transportation projects to the Metropolitan Transportation Commission (MTC), the MTC requested that the City's listing of transportation projects be provided in a revised format. Under this revised format, the City is required to consolidate its listing of transit projects into one list with the projects categorized under the specific program year in which they would be funded and then ranked according to priority for that specific program year (see Attachment). The MTC requires approval by the Board of Supervisors of the City's revised consolidated listing of transit projects.

6. The transit projects included in the revised project listing are the same as those submitted by TPG in the original three lists. However, the total amount of SCA 1 grant funds requested for these projects is now approximately \$362.5 million instead of \$448.6 million (the amount requested in the original submission). According to Mr. Fred Weiner of the Office of the Chief Administrative Officer, the \$362.5 million now requested is based on updated information received from the State regarding the level of SCA 1 grant funds projected to be available for these projects. The actual projects to be funded by the SCA 1 grant funds would be determined at a later date when the exact allocation of SCA 1 grant funds for San Francisco is made by the State.

7. The Department of City Planning reports that separate legislation will be submitted to the Board of Supervisors to authorize the application for, acceptance of and expenditure of SCA 1 grant funds when voter approval of Proposition 108 and 111 has been obtained and the State has allocated the SCA 1 grant funding.

Recommendation

Approve the proposed resolution.

FILE NAME: CONSOLIDATED LIST aka LIST
SAN FRANCISCO 1989-90 Capital Program Financial Plan
Prepared by Rail Bloom
Source: MTC Transit Capital Priorities

Last revised: 06-Apr-90

SPONSOR	RANK	SCORE	PROJECT NAME	1990-91			TOTAL	FEDERAL FUNDS		LOCAL/REGIONAL FUNDS
				GUIDEWAY	URBAN RAIL	FLEXIBLE				
CONGR	CONG									
SF	REG									
DPV	1	80	Embarcadero Parkway							
MUNI	2	60	Muni Metro Turnaround, CONSTRUCTION	\$5,898,900			\$4,000,000	\$3,400,000		\$400,000
MUNI	3	35	F Market Stear Linr/Thrfre (B)	\$759,506	\$4,000,000		\$4,719,200	\$35,393,400	\$5,898,900	
MUNI	4	32	Muni Metro Extension - 6th St		\$13,500,000		\$23,595,060	\$6,076,048	\$6,759,506	
MUNI	5	50	F-EMBARCADERO Stear Extension				\$27,000,000	\$0	\$13,500,000	
MUNI	6	42	Purchase 12 LRVs	\$3,585,700			\$10,803,550	\$2,782,150	\$4,435,700	
MUNI	7	48	Muni Metro Extension - 16th St		\$12,900,000		\$25,800,000	\$0	\$12,900,000	
					\$1,232,500		\$2,465,000	\$0	\$1,232,500	
			Subtotal State Funds	\$10,244,106	\$35,632,500					

Total State Funds (1989-90) \$45,876,606

• Combined SF Rank shown only for Urban Rail/FCR/88 STIP projects only

FILE NAME: CONSOLIDATED LIST aka List
SAN FRANCISCO 1990-91 Capital Program Financial Plan
Prepared by Gail Bloom
Source: MTC Transit Capital Priorities

Last revised: 06-Apr-90

SPONSOR	RAILK SCORE	PROJECT NAME	1991-92 GUIDEWAY	1991-92 URBAN RAIL	1991-92 FLEXIBLE	1988 STIP	TOTAL	FEDERAL FUNDS	LOCAL/REGIONAL FUNDS
DPV	1	80 Embarcadero Parkway				\$6,417,360	\$71,211,765	\$34,400,000	\$30,394,407
MUNI	2	60 Muni Metro Turnaround					\$50,000,000	\$37,500,000	\$6,250,000
MUNI	3	35 F Market Stear Linr/Thrfrre (B)					\$16,000,000	\$0	\$8,000,000
MUNI	4	32 Muni Metro Extension					\$9,500,000	\$0	\$9,500,000
MUNI	5	50 F-Embarcadero Stear Extension					\$9,000,000	\$0	\$4,500,000
MUNI	6	30 Rail Trolley Overhead Study					\$325,000	\$0	\$112,500
MUNI	7	48 Mission Bay TROLLEY EXI, DESIGN					\$300,000	\$0	\$150,000
DPV	0	33 Army Street Traffic Improvements					\$250,000	\$0	\$0
DPV	0	N/A Islals Creek Interchange					\$2,400,000	\$2,000,000	\$400,000
DPV	0	32 19TH Avenue Improvements, Planning					\$300,000	\$0	\$0
DPV	0	22 Bayshore/Potrero Improvements, Planning					\$150,000	\$0	\$0
Subtotal State Funds			\$6,250,000	\$22,262,500		\$6,417,360			
Total State Funds (1990-91)			\$34,929,860						

* Combined Rank shown only for Urban Rail/FCR/88 STIP projects

FILE NAME: CONSOLIDATED LIST also LIST
 SAN FRANCISCO 1991-92 Capital Program Financial Plan
 Prepared by Gail Bloom
 Source: MTC Transit Capital Priorities

last revised: 06-Apr-90

SPONSOR	RANK	SCORE	PROJECT NAME	1992-93	1992-93	1992-93	1988	TOTAL	FEDERAL FUNDS	LOCAL/REGION FUNDS
				GUIDELINE	URBAN RAIL	FLEXIBLE	STIP			
DPV	1	80	Embarcadero Parkway				\$1,957,680	\$17,333,241	\$11,400,000	\$5,975,561
MUNI	2	60	Muni Metro Turnback		\$1,562,500			\$12,500,000	\$9,375,000	\$1,562,500
MUNI	3	40	Metro Subway Signal Improvements		\$2,940,000			\$5,880,000	\$0	\$2,940,000
MUNI	4	50	F-Embarcadero Stcar Extension		\$10,000,000			\$20,000,000	\$0	\$10,000,000
MUNI	5	48	Mission Bay TROLLEY EXT, DESIGN		\$750,000			\$1,500,000	\$0	\$750,000
MUNI	6	48	Muni Metro Extension - 16th St		\$10,500,000			\$21,000,000	\$0	\$10,500,000
MUNI	7	30	71-MORTECA Electrification		\$750,000			\$150,000	\$0	\$750,000
DPV	0	22	Bayshore/Potrero Improvements, Planning					\$150,000	\$0	\$0
DPV	0	N/A	Islais Creek I-280 Interchange					\$11,200,000	\$9,520,000	\$1,680,000
DPV	0	33	Army Street Traffic Improvements					\$250,000	\$0	\$0
DPV	0	32	19TH Avenue Improvements, Planning					\$300,000	\$0	\$0
Subtotal - State Funds					\$26,502,500			\$1,957,680		
Total State Funds (1991-92)					\$28,460,180					

* Combined Rank shown only for Urban Rail/FCR/88 STIP projects

FILE NAME: CONSOLIDATED LIST aka LIST
 SAN FRANCISCO 1992-93 Capital Program Financial Plan
 Prepared by Gail Bloom
 Source: MTC Transit Capital Priorities

Last revised: 06-Apr-90

SPONSOR	RANK	SCORE	PROJECT NAME	1993-94 GUIDEWAY	1993-94 URBAN RAIL	1993-94 FLEXIBLE	1988 STIP	TOTAL	FEDERAL FUNDS	LOCAL/REGIONAL FUNDS
COHA*	COHA									
SF	REO									
DPV	1	80	Embarcadero Parkway				\$1,424,960	\$9,467,346	\$8,042,388	\$0
MUNI	2	60	Muni Metro Turnback		\$1,562,500			\$12,500,000	\$9,375,000	\$1,562,500
MUNI	3	50	F-Embarcadero Stear Extension		\$10,000,000			\$20,000,000	\$0	\$10,000,000
MUNI	4	40	Presidio Division Reconstruction		\$175,000			\$350,000	\$0	\$175,000
DPV	0	35	Army Street Traffic Improvements					\$250,000	\$0	\$0
DPV	0	22	Bayshore/Potrero Improvements, Planning					\$250,000	\$0	\$0
DPV	0	32	1974 Avenue Improvements					\$1,344,500	\$0	\$0

Subtotal State Funds

\$11,737,500

\$1,424,960

Total State Funds(1992-93)

\$13,162,460

* Combined Rank shown only for Urban Rail/FCV/88 STIP projects

FILE NAME: CONSOLIDATED LIST aka LIST
SAN FRANCISCO 1993-94 Capital Program Financial Plan
Prepared by Gail Bloom
Source: MTC Transit Capital Priorities

Last revised: 06-Apr-90

SPONSOR		1994-95	1994-95	1994-95	1988	TOTAL	FEDERAL	LOCAL/REGION
RANK SCORE		GUIDEWAY	URBAN RAIL	FLEXIBLE	STIP		FUNDS	FUNDS
COMB* COMB								
SF REG								
PROJECT NAME								
MUNI	1	50 F-Erbercadero Stcar Extension	\$10,000,000			\$20,000,000	\$0	\$10,000,000
DPV	2	1st/2nd Creek Cost/20X Increases			\$2,700,000			
DPV	3	33 Army Street Traffic Improvements		\$8,040,574		\$8,040,574	\$0	\$0
MUNI	4	48 Mission Bay Trolley Exten, construct		\$6,300,000		\$6,300,000	\$0	\$0
MUNI	5	7 Powell Cable Car Extension		\$460,364		\$460,364	\$0	\$0
DPV	6	40 Presidio Division Reconstruction	\$1,500,000			\$3,000,000	\$0	\$1,500,000
DPV	0	22 Bayshore/Potrero Improvements				\$1,345,000	\$0	\$0
DPV	0	32 19TH Avenue Improvements				\$1,450,000	\$0	\$0
Subtotal State Funds						\$11,960,364	\$14,340,574	\$2,700,000
Total State Funds (1993-94)						\$29,000,938		

* Confined Rank shown only for Urban Rail/FCR/88 STIP projects

FILE NAME: CONSOLIDATED LIST aka LIST

SAN FRANCISCO 1994-95 Capital Program Financial Plan

Prepared by Gail Bloom

Source: MTC FINANCE PLAN/SALES TAX EXPENDITURE PLAN

Last revised: 06-Apr-'90

COMB* COMB

SF REG

SPONSOR BANK SCORE

PROJECT NAME

1995-96
GUIDEWAY1995-96
URBAN RAIL1995-96
FLEXIBLE

TOTAL

FEDERAL
FUNDSLOCAL/REGION
FUNDS

DPV	1	1 Army Street Traffic Improvements	\$14,070,000	\$14,070,000	\$0	\$0
MLMI	2	42 Replace 40 LRVs	\$27,450,000	\$109,800,000	\$54,900,000	\$27,450,000
MLMI	3	35 Renovate 6 POC(s)	\$289,600	\$2,896,000	\$2,516,800	\$289,600
MLMI	4	48 Mission Bay Trolley Exten, construct	\$6,300,000	\$6,300,000	\$0	\$0
MLMI	5	35 Track and Switch Replacement	\$383,000	\$3,830,000	\$3,064,000	\$383,000
MLMI	6	15 Escalator/Elevator Rehab	\$500,000	\$5,000,000	\$4,000,000	\$500,000
MLMI	7	40 Presidio Division Reconstruction	\$16,750,000	\$33,500,000	\$0	\$16,750,000
DPV	8	22 Bayshore/Potrero Improvements	\$12,065,000	\$12,065,000	\$0	\$0
DPV	0	32 19TH Avenue Improvements	\$33,775,000	\$33,775,000	\$0	\$0

Subtotal State Funds

\$45,372,600\$32,435,000

Total State Funds (1994-95)

\$77,807,600

* Cancelled Rank shown only for FCR/Urban Rail/88 STIP projects

FILE NAME: CONSOLIDATED LIST aka LIST
 SAN FRANCISCO 1995-96 Capital Program Financial Plan
 Prepared by Gail Bloom
 Source: MTC FINANCE PLAN/SALES TAX EXPENDITURE PLAN

Last revised: 06-Apr-90

COMB* COMB		1996-97				1996-97		1996-97		FEDERAL		LOCAL/REGION	
SPONSOR	RANK SCORE	PROJECT NAME	GUIDELINE	URBAN RAIL	FLEXIBLE	TOTAL	FUNDS		FUNDS				
MUNI	1	37 Replace Trolley Buses		\$1,870,000		\$18,700,000	\$14,960,000	\$1,870,000					
DPW	2	22 Bayshore/Potrero Improvements		\$14,775,000		\$14,775,000	\$0	\$0					
MUNI	3	42 Replace 40 LRVs		\$28,812,500		\$115,250,000	\$57,625,000	\$28,812,500					
MUNI	4	35 Track and Switch Replacement		\$402,500		\$4,025,000	\$3,220,000	\$402,500					
DPW	0	32 19TH Avenue Improvements				\$35,660,000	\$0	\$0					
DPW	0	33 Army Street Traffic Improvements				\$11,250,000	\$0	\$11,250,000					

Subtotal State Funds

\$31,085,000 \$14,775,000

Total State Funds (1995-96) \$45,860,000

* Combined Rank shown only for FCR/Urban Rail projects

FILE NAME: CONSOLIDATED LIST aka LIST
SAN FRANCISCO 1996-97 Capital Program Financial Plan
Prepared by Gail Bloom
Source: MTC FINANCE PLAN/SALES TAX EXPENDITURE PLAN

(last revised: 06-Apr-90)

SPONSOR	COMB	COMB	SF	REG	1997-98	1997-98	1997-98	TOTAL	FEDERAL	LOCAL/REGION
RANK	SCORE	PROJECT NAME	GUIDEWAY	URBAN RAIL	FLEXIBLE	FUNDS	FUNDS			
MAJ	1	42 Replace remaining LRVs		\$37,816,250		\$151,265,000	\$75,652,500	\$37,816,250		
DPJ	2	22 Bayshore/Potrero Improvements		\$14,075,000		\$14,075,000	\$0	\$0		
PORT	3	0 Illinois Street Bridge		\$14,000,000		\$14,000,000	\$0	\$0		
MUNI	4	35 Track and Switch Replacement		\$422,500		\$845,000	\$3,380,000	\$422,500		
PORT	5	0 Quint Street Lead		\$7,800,000		\$7,800,000	\$0	\$0		
MUNI	6	7 Powell Cable Car Extension		\$13,284,784		\$13,284,784	\$0	\$0		

Subtotal State Funds \$51,523,534 \$35,875,000
Total State Funds (1996-97) \$87,398,534
Grand Total State Funds (1989-97) \$362,496,178

Item 2b - File 172-90-6

1. The proposed resolution would authorize the Controller and Director of Public Health to enter into a loan agreement with the California Health Facilities Financing Authority (CHFFA), a State agency formed to administer the program. The CHFFA has made tax-exempt bond funds available to qualified public health care institutions which are in need of working capital financing. These loan funds would be available on a floating (variable) interest rate basis for a period of 14 months.

2. Based on the method of calculating the loan amount, the Controller and the Executive Administrator of the San Francisco General Hospital (SFGH) estimate that the City can borrow \$87,494,000, an amount equal to the City's General Fund subsidy to the SFGH plus allowable working capital. Payment terms require monthly interest only payments by the City and repayment of principal at maturity, 14 months following the closing of the loan agreement. The loan amount would be repaid with General Fund monies. The floating interest rate is reset weekly when the rate on the bonds is reset by the remarketing agent. Bond rates are reset by determining the rates on comparable bond issues in the marketplace. According to the loan program description, the interest rate on the bonds, and thus the loans, is usually low because the Trustee backs the bonds with an irrevocable letter of credit issued by the Trustee.

3. The full amount of funds the City is able to borrow from CHFFA (\$87.4 million) may not be available. However, the Controller conservatively estimates that the City will realize a net financial benefit from borrowing these funds of approximately \$1.6 million for a fourteen month period based on the expectation that the City will realize interest income of approximately two percent above the borrowing costs of the CHFFA loan.

Comments

1. The primary benefit of this transaction is to make more General Fund monies available to earn interest income in excess of the borrowing costs of the CHFFA funds. The amount of the benefit will be dependent on market conditions and loan interest rates at the time the loan agreement is executed. The Controller may choose not to execute the loan agreement if it appears to be of no benefit to the General Fund.

2. This is the third time authorization has been requested to borrow State CHFFA funds for SFGH. During the 1988-89 fiscal year, the Controller was authorized by the Board of Supervisors to borrow \$64.8 million in CHFFA funds and \$78.6 million in FY 1989-90. The General Fund is expected to realize approximately \$1.6 million in additional interest income for the fourteen-month period for which the \$78.6 million borrowed funds are available.

Recommendation

Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 2c and 12 - Files 100-89-1.16 and 101-89-116

Department: Purchasing

Items: Release of a reserve (File 100-89-1.16) on monies previously appropriated and reserved in the 1989-90 budget pending EIPSC approval for the development of the Purchaser's Automated Procurement System - Phase III.

Supplemental Appropriation Ordinance (File 101-89-116) to increase an existing program project budget for the development of the Purchaser's Automated Procurement System - Phase III.

Amounts:

Release of Reserve	\$299,362
Supplemental Appropriation	\$241,333

Source of Funds: Release of reserve on the following:

Permanent Salaries	\$96,627
Training	2,500
Materials and Supplies	20,000
Data/Word Processing Equipment	11,100
Building Repair	8,335
Controller - Data Processing	<u>160,800</u>
	\$299,362

Supplemental Appropriation - Reappropriation
(Rescission) of the following:

Permanent Salaries	\$64,945
Retirement	3,558
Stores Purchase	<u>172,830</u>
	\$241,333

Description: 1. In July, 1986, the Purchasing Department began the process of developing a City-wide automated procurement system. The project was divided into the following three major phases:

Phase I - Analyze and develop a strategic approach. Completed in May, 1987 at a total cost of \$97,000.

Phase II - Define requirements, evaluate software and test software. Completed in November, 1989 at a total cost of \$269,248.

Phase III - Enhance and modify selected software and implement software as necessary. Projected completion date is June, 1991 at an estimated cost of \$852,745.

2. During Phase II, Purchasing evaluated numerous software packages and identified the Missouri Automated Procurement System (MAPS) as an appropriate system for San Francisco's needs rather than investing in customized software development. Purchasing decided to focus evaluation efforts on MAPS because it meets key functional requirements and is a public domain system and, therefore, available to the City without paying commercial licensing fees. Purchasing staff proceeded to evaluate MAPS and define the modifications and enhancements needed to tailor the system to the Purchaser's requirements and the City's technical environment.

Phase III has been broken down into four subphases based on implementation of the functions of an automated purchasing system, as follows:

<u>Subphase</u>	<u>Functions to be Completed</u>	<u>Target Completion Date</u>	<u>Total Cost Estimate</u>
A	Basic vendor identification database. Vendor-commodity crossreference database. Commodity-buyer crossreference. Central Commodity identification file interfaces to Controller's accounting system and to Human Rights Commission.	April, 1990	\$298,755
B	Mechanisms for supporting, term contract, requisition and purchase order processes, bidder lists, bid specifications and encumbrance transactions.	September, 1990	279,925

Memo to Finance Committee
April 18, 1990

C	Receiving and bid analysis	December, 1990	122,955
D	User department update capability.	June, 1991	151,110
Estimated Total Phase III Cost			<u>\$852,745</u>

3. Subphases C and D will be funded in the Purchaser's 1990-91 budget. Subphases A and B would be funded as follows:

Subphase A

Project Cost (Revised Estimate)	\$303,637
Existing unreserved Program Project Budget	<u>96,020</u>
Net Cost to be funded by proposed release of reserve	\$207,617*

*The full \$299,362 reserved Program Budget funds must be released even though only \$207,617 is needed to directly fund Subphase A, leaving a balance of \$91,745 (\$299,362 less \$207,617). However, an additional \$64,945 of this surplus is needed as a source of funds for the proposed Supplemental Appropriation leaving a net surplus of reserve funds of \$26,800 (\$91,745 less \$64,945).

Subphase B

Project Cost	\$279,925
Existing unreserved Program Project Budget	<u>38,592</u>
Net Cost to be funded by proposed supplemental appropriation	\$241,333

4. The proposed release of reserve would provide the partial funding of Subphase A, as follows:

Permanent Salaries

2 - A975 Purchasing Information	\$4,945
1 - 1720 Data Entry Operator	1,039
1 - 1721 Senior Data Entry Operator	<u>1,198</u>
Total Permanent Salaries	\$7,182

<u>Training</u>	\$2,500
<u>Materials and Supplies</u>	20,000
To print new requisition forms	
<u>Data/Word Processing Equipment</u>	8,800
4 - Mainframe computer terminals at \$2,200 each. (clerical error in 1989-90 budget resulted in \$2,300 excess being appropriated and reserved for this equipment)	
<u>Building Repair</u>	8,335
<u>Controller - Data Processing</u>	<u>160,800</u>
Revised Total - Proposed release of reserve	\$207,617

5. The proposed supplemental appropriation would provide the partial funding of Subphase B, as follows:

<u>Professional Services</u>	
Systems Analyst Consultant - 607 hours @ \$50 per hour	\$30,329
Systems Analyst Consultant - 480 hours @ \$45 per hour	21,600
Systems Analyst Consultant - 480 hours @ \$50 per hour	<u>24,000</u>
Professional Services Total	\$75,929
<u>Data/Word Processing Equipment</u>	30,000
10 Personal Computer workstations costing \$3,000 each	
<u>Building Repair</u>	5,000
<u>Controller - Data Processing</u>	<u>130,404</u>
Total - Proposed supplemental appropriation (as requested)	\$241,333

Comments:

1. The proposed release of reserve and supplemental appropriation would provide the funding necessary to complete Subphases A and B of the Purchaser's Automated Procurement System project which would allow the Purchaser to identify items that are needed in large quantities so that the purchases of these items can be combined into single purchases that can be competitively bid.
2. EIPSC has approved both Subphases A and B of the Purchaser's Procurement System - Phase III.
3. Because of the delays in the startup of Subphases A and B, a total of \$89,445 have accrued in salary savings of Permanent Salaries funds already budgeted, but reserved, in the Program Project Budget. Of that \$89,445 total, \$64,945 is necessary for the proposed supplemental appropriation leaving \$24,500 that can be returned to the General Fund. The \$2,300 excess appropriated and reserved for Data/Word

Processing Equipment can also be returned to the General Fund. (Total to be returned to the General Fund is \$26,800).

Recommendations: 1. Release reserved funds (File 100-89-1.16) in the amount of \$299,362 as requested to be distributed as follows:

Subphase A costs	\$207,617
Funding sources for proposed supplemental appropriation	64,945
Return to General Fund (see next recommendation)	<u>26,800</u>
Total	\$299,362

2. Amend the proposed Supplemental Appropriation Ordinance (File 101-89-116) to reduce the amount of funds in the Automated Procurement System Program Project Budget in order to transfer a total of \$26,800 to the General Fund, as follows:

	<u>Original Supplemental Appropriation</u>	<u>Recommended Changes</u>	<u>Amended Supplemental Appropriation</u>
<u>Sources of Funding</u>			
Permanent Salaries	(\$ 64,945)	(\$24,500)	(\$89,445)
Retirement City	(3,558)	0	(3,558)
Data/Word Processing Equipment	0	(2,300)	(2,300)
Stores Purchase	<u>(172,830)</u>	<u>0</u>	<u>(172,830)</u>
	(\$241,333)	(\$26,800)	(\$268,133)
<u>Uses of Funding</u>			
Program Project Budget	\$241,333	0	\$241,333
General Fund - General Reserve	0	26,800	26,800
Total Uses	<u>\$241,333</u>	<u>\$ 26,800</u>	<u>\$268,133</u>

Approve the proposed Supplemental Appropriation Ordinance as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 2d - File 101-89-1.17

Department: Public Defender

Item: Release of reserve

Amount: \$10,000

Source of Funds: Professional Services appropriation in the Public Defender's 1989-90 budget.

Description: A \$75,000 Jail Overcrowding Reduction Reserve was established in the FY 1989-90 budget to fund alternatives to incarceration in order to reduce jail overcrowding. In November, 1989, the Board of Supervisors appropriated this \$75,000 reserve to the Public Defender's Professional Services budget to be used to fund outside consultants for the purposes of determining sentencing alternatives for approximately 50 to 75 cases on a case-by-case basis. The consultants would recommend alternatives to time being spent in jail, such as community service, drug treatment, California Conservation Corps, confinement at home, etc. The program was established as a trial program. If the program is successful, the Public Defender will request a similar amount of money to be approved for the FY 1990-91 budget. Of the \$75,000 that was appropriated, \$37,500 was initially reserved. Of this \$37,500 initial reserved amount, the Board of Supervisors released \$1,440 in March 1990 to fund a conference to develop an "alternatives to incarceration" plan by July 1, 1990. Currently, the balance of the reserved amount totals \$36,060.

The Budget Analyst was advised by Mr. Keane of the Public Defender's Office that all details pertaining to this item be referred to the Chair of the Finance Committee. Ms. Krassner provided the following information.

The Public Defender requests that an additional \$10,000 be released from the reserve for two \$5,000 consulting contracts. One consultant would be retained to perform a nine-week study to determine the feasibility for establishing an intergenerational residential center for "at risk" populations as an alternative to institutionalization. The Public Defender proposes that the consultant would involve several City departments in analyzing the feasibility for such a residential center. The departments that would be consulted include the Department of Public Health, the Department of Social Services, and the Mayor's Office of Housing.

BOARD OF SUPERVISORS
BUDGET ANALYST

This first proposed \$5,000 consulting contract would extend a contract the Public Defender has with the National Center for Institutions and Alternatives (NCIA). NCIA has been working for the Public Defender's Office under the initial portion of the unreserved appropriation. The NCIA budget for this portion of the proposed project is as follows:

Rita Boyle	\$20 per hour for 180 hours	\$3,600
	MBE Feasibility Analyst	
Marya Grambs	\$20 per hour for 50 hours	1,000
	Fundraising Developer	
NCIA, Project Management		<u>400</u>
	Total Proposed Project	\$5,000

The second \$5,000 consulting contract would retain a consultant to write a proposal for the development of a Criminal Justice Strategic Plan. The consultant would be required to perform the following tasks:

- Collate information on persons in jail,
- Identify services and resources offering alternatives to incarceration.
- Develop an action plan utilizing any such services and resources offering alternatives to incarceration.

This second proposed \$5,000 consulting contract would also be managed by NCIA. NCIA is currently negotiating with a WBE contractor for the development on the Criminal Justice Strategic Plan. Currently, NCIA's budget includes approximately 230 hours of consultant time at approximately \$20 per hour and \$400 for project management costs.

The Executive Committee of the Mayor's Criminal Justice Council approved both proposed projects at its meeting on April 11, 1990.

Recommendation: Approve the requested release of \$10,000 in reserved funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 3 - File 100-90-3

NOTE: This item was continued from the March 28, 1990 Finance Committee meeting.

1. This item is a hearing to consider a Children's Budget for the City of San Francisco.

2. In November of 1987, the Board of Supervisors and the Mayor adopted a ten-point Children's Agenda (File 371-87) that outlined broad policy directions for providing for the total needs of children in San Francisco. The ten-points were as follows:

- 1). Affordable housing for families
- 2). Plentiful child care resources
- 3). Safe, enriching recreation
- 4). High-quality public schools
- 5). Comprehensive social services
- 6). Accessible health care
- 7). State-of-the art libraries
- 8). Effective vocational programs
- 9). A rehabilitative juvenile justice system
- 10). Comprehensive planning and funding

3. On May 19, 1989, the Board of Supervisors approved a Resolution No. 357-89 proposing that certain actions be taken to address the needs of children through the City's budget process. These proposed actions included:

- 1). Endorsing the idea of developing an annual Children's Budget. This budget was envisioned to be a coordinated comprehension package of proposals which would cut across City departmental lines. The goal of the Children's Budget would be to implement a Children's Agenda and address the most pressing needs of the City's children, youth and families.
- 2). Urging the Mayor to present to the Board, as part of the annual budget proposal, a separate listing of all children's programs in his budget and the rationale for these programs.
- 3). Urging that the following guidelines be used in developing the Children's Budget package:
 - Preventing problems before they occur or before they escalate;
 - Targeting the highest-risk populations and highest-need areas of the City;
 - Preventing institutionalization whenever possible, and

BOARD OF SUPERVISORS
BUDGET ANALYST

- Emphasizing community-based outreach strategies that are culturally specific.
- 4). Urging the Mayor to strengthen and expand over the next two years locally funded children's programs using local, State, Federal and other funds in the following areas:
- Latchkey programs;
 - Teen recreation programs;
 - Health outreach to the schools;
 - Mental health prevention and outreach;
 - Youth employment;
 - Community-based delinquency prevention programs;
 - Youth-oriented, preventative proactive police and streetwork programs;
 - Residential and counseling programs for troubled adolescents;
 - Child abuse prevention programs;
 - Literacy programs;
 - Services for homeless families;
 - Childcare and early childhood development programs.

4. On February 6, 1990, Coleman Advocates for Children and Youth, a non-profit agency, submitted a Children's Budget Proposal, for the period 1990-91, to the Mayor and the Board of Supervisors. This budget proposal represents the second such proposal submitted by Coleman Advocates. The first budget proposal, for the period 1989-90, was submitted to the Mayor and the Board of Supervisors in February, 1989. The 1990-91 Children's Budget contains recommendations for children's programs which would be located within seven different City departments. The major programs proposed in the budget include:

- 1). Grants to neighborhood-based peer and parent support groups
- 2). Teen recreational programs
- 3). Latchkey programs for school-age children
- 4). Expansion of children's library service
- 5). Support for day care centers/vouchers for teen parents
- 6). Expansion of police protection for children
- 7). Transportation-free MUNI for children's programs
- 8). Arts program for youth
- 9). Shelter and support services for homeless families
- 10). Grandmother resource and respite program
- 11). Detoxification, residential treatment, support living programs for mothers with substance abuse problems
- 12). Foster/adoptive home recruitment and respite program
- 13). Residential drug treatment for youth
- 14). Group homes for troubled teens
- 15). Public housing tenant organizers
- 16). Perinatal health care outreach program
- 17). Multi-disciplinary health outreach teams
- 18). Adolescent health services

BOARD OF SUPERVISORS
BUDGET ANALYST

- 19). Peer helping/counseling in middle schools and community agencies
- 20). Child abuse prevention programs
- 21). Community programs for delinquents
- 22). Subsidized internships and apprenticeships
- 23). Basic skills development
- 24). City-match scholarship fund

5. The total cost of the 1990-91 Children's Budget, as estimated by Coleman Advocates, is \$18,600,000. In order to fund this budget, Coleman Advocates proposes, among other options, the following reallocation of City funds and other resources:

- 1). Transferring responsibility for Log Cabin Ranch to a private non-profit agency, saving, according to Coleman Advocates, \$1.5 million in General Funds.

<u>Amount recommended for Children's Budget by Coleman Advocates</u>	\$1,500,000
--	-------------

- 2). Reallocating AB 90 funds currently used to fund staff in the Mayor's Criminal Justice Council to direct services for high-risk teens.

<u>Amount recommended for Children's Budget by Coleman Advocates</u>	350,000
--	---------

- 3). Reallocating funds from the Fire Department from savings that, according to Coleman Advocates, could be realized by such cost cutting measures as (1) eliminating the fire captain drivers, (2) changing the shift pattern of fire fighters to make it consistent with personnel practices in other communities and to federal regulations, (3) reducing the total number of middle management personnel, (4) consolidating fire stations and (5) reducing overtime and sick leave time.

<u>Amount recommended for Children's Budget by Coleman Advocates</u>	2,000,000
--	-----------

- 4). Reallocating City funds from savings realized from more cost-effective procedures being used by City departments in connection with work orders.

<u>Amount recommended for Children's Budget by Coleman Advocates</u>	400,000
--	---------

- 5). Converting the Department of Social Services child therapy program to a decentralized, community-based program for a savings, according to Coleman Advocates, of between \$500,000 and \$1 million.

<u>Amount recommended for Children's Budget by Coleman Advocates</u>	500,000
--	---------

BOARD OF SUPERVISORS
BUDGET ANALYST

6). Redeploying 25 Police Officers for an expansion of police protection and services for youth, in the following areas: (1) an additional seven new school cars to patrol elementary, middle and high schools, (2) expansion of the Ocean View playground police program model to an additional five playgrounds in the City, (3) expansion of the Community Relations Divisions, Wilderness Adventure, PAL and Cadet and (4) Reinstating a Juvenile Diversion program.

Amount recommended for Children's Budget by
Coleman Advocates

1,750,000

7). Deferment of the City's lowest priority Capital expenditures.

Amount recommended for Children's Budget by
Coleman Advocates

500,000

8). Reallocating monies from the City's Narcotics Forfeiture and Asset Seizure Fund, which according to Coleman Advocates has accumulated over \$2 million dollars since the fund was started in May of 1986.

Amount recommended for Children's Budget by
Coleman Advocates

500,000

9). Coleman Advocates proposed that the City extend the increase on the Business Tax on gross receipts, which was scheduled to expire on June 30, 1990 and reallocate these funds to create a special fund for programs that prepare youth for the labor market.

Amount recommended for Children's Budget by
Coleman Advocates

6,000,000

10). According to Coleman Advocates, the City is slated to get \$27 million in new funds from the Tobacco Tax, of which, \$14 million is discretionary funds that can be spent on a wide variety of health needs. The legislation emphasizes accessibility of services, as well as a range of health programs for children.

Amount recommended for Children's Budget by
Coleman Advocates

4,600,000

BOARD OF SUPERVISORS
BUDGET ANALYST

11). Coleman Advocates proposes that a portion of the Red Cross funds donated to the City, for earthquake-related services, be made available for funding housing and residential programs for children, youth and families.

<u>Amount recommended for Children's Budget by Coleman Advocates</u>	\$ 500,000
--	------------

Total Children's Budget Recommended by Coleman Advocates	\$18,600,000
---	--------------

6. Coleman Advocates also proposes that the City (1) could increase its efforts to acquire State and Federal funds to provide potential funding for the Children's Budget and (2) could consider the establishment of an employee volunteer program aimed at providing expanded childrens' services.

Comments

1. Mr. Keith Choy, Director of the Mayor's Office of Children, Youth and Their Families, has provided a list of childrens' programs which have been developed for FY 1989-90 and are funded through local, State, Federal and other funding sources (see attachment).

2. Ms. Carol Wilkins, Deputy Mayor of Budget and Finance, reports that there was no comprehensive separate listing for all existing children's programs in the Mayor's Budget for FY 1989-90. However, there was a separate listing of all new childrens' programs included in the Mayor's Summary Budget for 1989-90.

3. As of the writing of this report, the Mayor's Office was unable to provide definitive information on the number of programs recommended by Coleman Advocates in their 1989-90 Children's Budget proposal that were included in the Mayor's 1989-90 budget.

March 26, 1990

M E M O R A N D U M

TO: SANDY SKILLERN, BUDGET ANALYST, BOARD OF SUPERVISORS

FROM: KEITH CHOY, DIRECTOR
MAYOR'S OFFICE OF CHILDREN, YOUTH, & THEIR FAMILIES

SUBJECT: RECOMMENDATION FOR PUBLIC HEARING: CHILDREN'S BUDGET

Thank you for your concern about the status of our Childrens' programs regarding the upcoming Childrens' Budget (90-91) hearing. I would like to respond to Resolution #357-89 of May, 1989 and give you an update.

I. In October of 1989, the Mayor appointed Keith Choy, as the director of a newly created Mayor's Office of Children, Youth, and Their Families. A charge to this office was to create a comprehensive planning process to strengthen the City's ability to effectively access federal, state, and private funds.

A. With a similar change, Lynne Beeson was appointed as Director of the Mayor's Office of Childcare (9/89).

Child Care Activities:

State Department of Education Subsidy Funds

o Obtained \$100,000 in 1988 of unused (6 mos. carry-over funds) for subsidies to low-income children in CDBG/HUD assisted family day care homes. Administered by the Childrens Council for the City.

o Continued and expanded the funding in the amount of \$200,000 in 1989. Same as above and annualized.

o Continued \$200,000 funding sought for 1990.

Local Coordination Grant - Awarded \$25,000 grant in 1989 for childcare for planning, data analysis and needs. In progress.

SF Foundation Grant - Awarded \$30,000 grant for City Planning. Mayor's Office of Child Care Law Center for local childcare element to the master plan.

B. Three projects that create interagency cooperation and the pooling of shared resources to serve high risk children and youth have been developed during the past year.

Mayor's Gang Prevention/Outreach-Streetwork Program - \$822,000 of Federal Office of Health and Human Services Grant was awarded to San Francisco to target six high risk neighborhoods to prevent substance abuse related gang activity-Community based outreach workers target 1,000 high risk youth (ages 10-18) and bring other supportive services to those youth.

Mayor's Youth Employment and Education Program - was approved by the Board on February 5, 1990. This program will provide work experience and job training to 400 low and moderate income youth, as an incentive to stay in school. Over 60% of the budget (annualized at \$750,000) will provide wages for youth.

Robert Wood Johnson Project for the Creation of a New System of Care for Severely Emotionally Disturbed Children and Youth - the City was funded by the State and Foundation to build interagency and community agreements to facilitate a connected and cost effective system of care for 1,000 high-risk children and youth. The City has submitted an application for \$810,000 to the Robert Wood's Foundation in March 1990. This comprehensive social services model address agenda areas: health outreach to schools, mental health outreach, residential and counseling programs.

The Department of Social Services recently created an Adolescent Unit, and a planning body, At Risk Youth Task Force to provide coordinated case management for homeless and runaway youth.

The Parks and Recreation Department established a Teen Project and hired a Teen Coordinator to develop culturally relevant prevention programs at ten neighborhood recreation centers. Funds were generated from the Koret Foundation and the Friends of Parks and Recreation.

I've also attached a summary of the Mayor's Office of Children, Youth, and Their Families Planning efforts.

KC:yv

[0166E]

Item 4 - File 101-89-45

Note: This item was continued from the November 1, 1989 Finance Committee meeting.

Department: Public Works

Item: Supplemental Appropriation Ordinance

Amount: \$102,000

Source of Funds: Surplus monies from the Candlestick Park Lane Control Signals Project.

Description: The proposed Supplemental Appropriation Ordinance would appropriate funds for the design and construction of a ramp to modify the pedestrian overpass at the intersection of Harney Way and Jamestown Avenue at Candlestick Park (Candlestick Park Pedestrian Overpass Project).

According to Mr. Scott Shoaf of the Department of Public Works, the increased parking available at Executive Park, located adjacent to Candlestick Park, has resulted in heavy pedestrian traffic on the overpass at the intersection of Harney Way and Jamestown Avenue. At times of heavy pedestrian traffic, the number of people wanting to use the overpass is severely limited by the stairs. Consequently, pedestrians avoid the overpass and cross Jamestown Street on the surface causing a hazard to themselves and the traffic on the street. The proposed supplemental appropriation ordinance would provide funds to design and construct a ramp for the overpass to improve pedestrian access.

Mr. Shoaf states that the estimated costs of the project are as follows:

Department of Public Works Costs

Preliminary engineering work (78.5 hrs. @ \$50.91/hr.)	\$4,000	
Preliminary design work (157 hrs. @ \$50.91/hr.)	8,000	
Surveying (72 hrs. @ \$41.67/hr.)	<u>3,000</u>	
Subtotal DPW Costs		\$ 15,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Construction Costs

Construction Management	10,000	
Construction Contract Costs	70,000	
Construction Costs Contingency (10%)	<u>7,000</u>	
Subtotal Construction Costs		<u>87,000</u>
Total		\$102,000

After the preliminary engineering work is completed, a design package will be completed and the construction contract would be awarded to the lowest qualified bidder.

Comments:

1. This item was continued at the November 1, 1989 Finance Committee meeting because of the earthquake which had recently occurred on October 17, 1989.

2. The funds for the proposed overpass project are available from the Candlestick Park Lane Control Signals Project since that project was scaled back. Initially, DPW was considering overhead lane signal controls on Harney Way but instead opted for a plan that utilizes surface lane controls and coordinated traffic control. The overpass project will expend \$102,000 of the \$198,000 balance from the Candlestick Park Lane Control Signals Project. Mr. Shoaf notes that the \$102,000 estimated cost for the proposed project has been set aside for the proposed project.

Recommendation: Approve the proposed ordinance.

Item 5 - File 209-90-1

Note: This item was continued by the Finance Committee at its meeting of April 11, 1990.

Departments: Academy of Sciences
Department of Public Works (DPW)

Item: Resolution authorizing reimbursement for seismic upgrading expenditures

Amount: Not to exceed \$1,897,000, less DPW's monitoring costs (See Comment 6)

Source of Funds: 1989 Proposition A (Public Buildings Safety Improvement Bonds) Bond Proceeds

Description: The Academy of Sciences buildings are owned by the City. However, in accordance with the City's Charter Sections 3.640 and 3.641, the Academy of Sciences has control over the improvement, management, superintendence and operation of its buildings.

In May, 1988, the DPW issued a report on seismic hazards in City-owned facilities which concluded that certain Academy of Sciences buildings needed significant seismic work. In July, 1988, the Academy of Sciences hired a private engineering firm, at a cost of \$20,000, which confirmed the findings of the DPW report and suggested methods of seismic upgrade to the Academy of Sciences. In May, 1989, DPW developed estimates for seismic upgrading and related expenses for the Academy of Sciences' Cowell Hall and the Research/Invertebrate, Zoology and Geology (IZG) buildings.

On November 7, 1989, San Francisco voters approved Proposition A, a \$59.7 million bonded indebtedness to pay for seismic safety and other improvements to City-owned facilities, including the Academy of Sciences facilities. Under that proposed bond measure, the DPW is to provide in-house staff or contracts for the required architectural, engineering and seismic safety and other improvements for the various City departments. However, the Academy of Sciences has already expended its own funds to retain licensed structural engineers and architects to prepare the necessary construction documents for the seismic upgrading.

BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed resolution would enable the Academy of Sciences to further expend its own funds to contract for the required seismic work and to be reimbursed for these expenditures by the City from the proceeds of the Proposition A Bond Fund monies.

The proposed resolution specifically states that the City would reimburse the Academy of Sciences seismic work expenditures only if the following five conditions are met:

1. The work performed is of substantially the same quality as if DPW had performed the project, to be determined by the Director of DPW and the Chief Administrative Officer (CAO);

2. Except for the seismic studies, structural and architectural plans and bid documents, for which the Academy of Sciences will not be reimbursed, the Academy of Sciences will comply with all City bidding requirements and the MBE/WBE/LBE requirements, to be determined by the Director of DPW, the CAO and the Executive Director of the Human Rights Commission;

3. The Director of DPW approves the reimbursement payments for the Academy of Sciences through the City Controller;

4. The Academy of Sciences uses DPW's standard specifications, as revised, as part of the construction documents for the construction of the project;

5. The Academy of Sciences notifies the Director of DPW on or before July 1, 1990 of its intent to undertake the seismic construction work.

Comments:

1. In July, 1988, the Board of Supervisors approved the California Academy of Sciences Master Plan (Resolution No. 549-88). According to Mr. Glen Angell, the Academy of Sciences Construction Manager, the Master Plan includes a project to renovate Cowell Hall's porch and entry area. The Academy of Sciences is proposing to combine and coordinate the scheduled Master Plan work with the proposed seismic safety work on the building in order to expedite and most economically complete the necessary seismic work.

BOARD OF SUPERVISORS
BUDGET ANALYST

2. Mr. Angell reports that, because of the potential liability and life safety issues, the Academy of Sciences Board of Trustees has directed that this seismic safety work proceed immediately and that the work be completed as soon as possible. According to Mr. Angell, if the proposed resolution is approved, the Academy of Sciences anticipates starting construction in early July, 1990 and having the seismic safety construction work completed by October or November of 1990. Mr. Angell reports that although there will be a need to create a temporary entrance and relocate the retail store during the construction, the Academy of Sciences anticipates remaining open to the public throughout the construction period.

3. According to Mr. Mark Primeau, the Director of the Seismic Safety Projects for DPW, if the DPW were to perform the necessary work, instead of permitting the Academy of Sciences to perform the work, it is anticipated that the work would not begin until approximately the Winter of 1991 and that the work would not be completed until approximately July, 1991, a delay of up to nine months.

4. The proposed resolution specifically states that the City will not reimburse the Academy of Sciences for the private expenditure of funds for seismic studies, architectural and structural engineering studies or for the preparation of bid documents. Mr. Angell reports that in addition to the Academy of Science's initial \$20,000 expenditure for private architectural and engineering confirmation of the DPW's seismic analysis and an identification of alternatives, the Academy of Sciences has expended approximately \$200,000 of its own funds for private design and engineering studies for Cowell Hall. The Academy of Sciences did not follow the City's Request for Proposal or MBE/WBE/LBE requirements for either of these studies. Rather, the Academy of Sciences retained the architectural firm of Robinson, Mills and Williams, with whom the Academy of Sciences has had an ongoing relationship. Mr. Angell reports that the source of funds used to pay for these studies is the Academy of Sciences' Endowment Fund. According to the Academy of Sciences' financial statements, the Endowment Fund, a private donation fund, had a total fund balance of over \$32 million as of June 30, 1989.

5. The proposed resolution states that if the identified conditions are met, as listed in the Description above, including the City's bid and MBE/WBE/LBE requirements, the City will fully reimburse the Academy of Sciences for any private expenditure of funds for the seismic work upgrade and related work pertaining to Cowell Hall, as set forth in DPW's Bond Program report. DPW's Bond Program report includes \$1,897,000 for Cowell Hall. The Academy of Science intends to use their Endowment Fund to advance the necessary funds for completion of the seismic work on their facilities and to then use the Proposition A Bond proceeds funds reimbursed by the City to reimburse the Academy of Sciences Endowment Fund.

6. Mr. Mark Primeau, the Seismic Safety Manager for the Department of Public Works reports that DPW will monitor the seismic work that would be performed on the Academy of Sciences facilities. To date, the cost for DPW to monitor the work has not been determined. However, these DPW costs will be included as part of the total Bond funds available for Cowell Hall. According to Mr. Dick Evans of DPW, if the construction cost for the seismic work exceeds the amount included in DPW's Bond Program report for the Academy of Sciences, less the amount required by DPW to monitor the work, the Academy of Sciences will be expected to make up the difference with their own private funds. The total amount included in the DPW Bond Program report for Cowell Hall is \$1,897,000.

7. DPW's Bond Program also includes \$2,001,000 for the Academy of Science's Research/IZG building. According to Mr. Angell, it is anticipated that the DPW will have full responsibility for the entire Research/IZG building's work, including the architectural, engineering and construction contract work through the use of Proposition A Bond Fund monies. Therefore, the proposed resolution does not include reimbursement to the Academy of Sciences by the City from the proceeds of its Proposition A Bond Fund monies for the work on the Academy of Science's Research/IZG building.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 6 - File 47-90-2

Department: Parking Authority

Item: Ordinance approving and authorizing execution of the sixth amendment of the Golden Gateway Garage Lease agreement which would allow a subleasee to perform automobile detailing and washing services on the premises, and approving the rates for these services.

Description: The Golden Gate Parking Co. is currently leasing the Golden Gateway Garage at 250 Clay Street from the City per an existing 5-year lease agreement dated August 1, 1986.

In June of 1989, the Board of Supervisors approved by resolution (File 49-89-7) an amendment to the Golden Gateway Garage lease, authorizing the subleasing of six parking spaces to Rapid Shine, for the purposes of conducting hand car washing and automobile detailing services. On February 12, 1990, the Board of Supervisors approved by resolution (File 47-90-1) an increase in the number of washing and detailing services that Rapid Shine may provide and an increase in the fee schedule for the services.

The proposed ordinance would amend the lease agreement between the City and Golden Gate Parking Co. to authorize the subleasee, Rapid Shine, to perform additional automobile detailing and cleaning services on the premises, and would approve a new set of rates for these services. The new automobile detailing and washing categories and new rates are as follows:

	Existing Rates	Proposed Rates
<u>Regular Hand Wash</u>		
Cars and Wagons	\$17	\$17
Trucks, Vans and Jeeps	20	20
Advance Sale Coupons:		
Cars and Wagons - 6 Washes	--	85
Trucks, Vans and Jeeps - 6 Washes	--	100
<u>Deluxe Hand Wash</u>		
Cars and Small Wagons	--	28
Regular Wagons, Trucks and Jeeps	--	30
<u>Regular Hand Wax</u>		
Cars and Small Wagons	80	75
Regular Wagons, Trucks and Jeeps	95	90

BOARD OF SUPERVISORS
BUDGET ANALYST

	Existing Rates	Proposed Rates
<u>Oxidation Removal/Polish</u>		
All Vehicles	--	\$110
<u>Carpet Shampoo</u>		
Cars and Small Wagons	--	25
Regular Wagons, Trucks and Jeeps	--	30
<u>Mat Shampoo</u>		
All Vehicles (Price per mat)	--	2.50
<u>Interior Detail</u>		
Cars and Small Wagons	--	75
Regular Wagons, Trucks and Jeeps	--	90
<u>Full Detail</u>		
Cars and Small Wagons	\$155	155
Regular Wagons, Trucks and Jeeps	185	185
<u>Chemical Hand Wash</u>		
Cars and Small Wagons	--	40
Regular Wagons, Trucks and Jeeps	--	45
<u>Upholstery Cleaning</u>		
Cars and Small Wagons	--	55
Regular Wagons, Trucks and Jeeps	--	65
<u>Leather and Vinyl Cleaning</u>		
Cars and Small Wagons	--	60
Regular Wagons, Trucks and Jeeps	--	65

An additional fee of \$1 - \$10 may be charged to cover the cost of additional labor and chemicals necessary to clean the interior and exterior of the vehicle.

Comments:

1. Rapid Shine's rent, payable to the Golden Gate Parking Co., is the higher of \$885 per month or 10 percent of the subleasee's monthly gross revenues. The City's share is 80.674 percent of the rent paid by Rapid Shine to the Golden Gate Parking Company. According to Mr. Harry Quinn of the Real Estate Department, 10 percent of Rapid Shine's current average monthly gross receipts of \$8,500 is \$850 per month, and therefore Rapid Shine is currently paying the higher, flat monthly rental rate of \$885 to the Golden Gate Parking Company. Of the monthly rent of \$885, the City currently receives from the Golden Gate Parking Company 80.674 percent, or \$714 per month (\$8,568 annually).

BOARD OF SUPERVISORS
BUDGET ANALYST

Mr. Quinn estimates that the proposed fee increases may result in an increase of Rapid Shine's monthly gross receipts from \$8,500 to \$9,900. Based on this estimate, Rapid Shine's monthly rent would increase from \$885 to \$990 (10 percent of \$9,900), and the City's share would increase by \$85 per month (\$1,020 annually) from \$714 per month (\$8,568 annually) to \$799 (80.674 percent x \$990) per month (\$9,588 annually).

2. Rapid Shine's current sublease with the Golden Gate Parking Company is for the period August 1, 1989 through July 31, 1990.

Recommendation: Approval of the proposed resolution to increase fees is a policy matter for the Board of Supervisors.

Item 7 -File 82-90-4

Department: Real Estate Department

Item: Ordinance authorizing the grant of an easement to Pacific Gas and Electric Company (PG&E).

Location: The proposed ordinance involves easement rights over a portion of Hetch Hetchy Parcel No. 623 which is located in Stanislaus County (see attached map).

Description: The proposed easement is 1,120 square feet. The easement is required by PG&E for installation of an underground electric line to serve an adjoining subdivision.

The Real Estate Department reports that the grant of the easement to PG&E is contingent on the following conditions: (1) The City would retain ownership of the easement area and would reserve the right at any time to make use of any portion of the easement area for pipeline or related purposes in the event there is no practical alternative and (2) if necessary, PG&E would agree to remove, repair, or reconstruct the underground electric line at their sole expense.

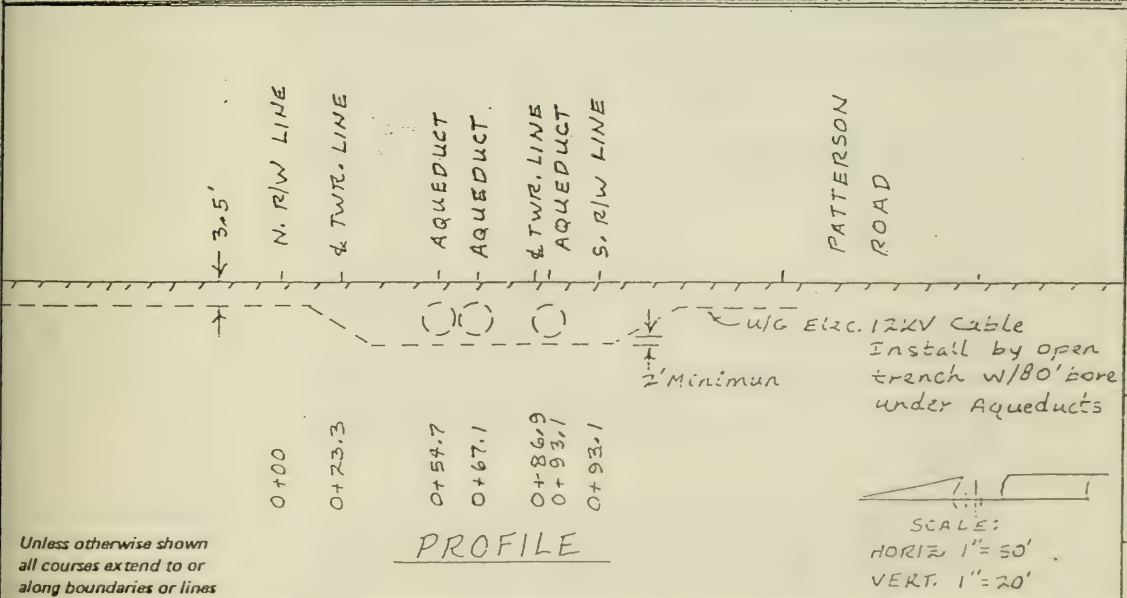
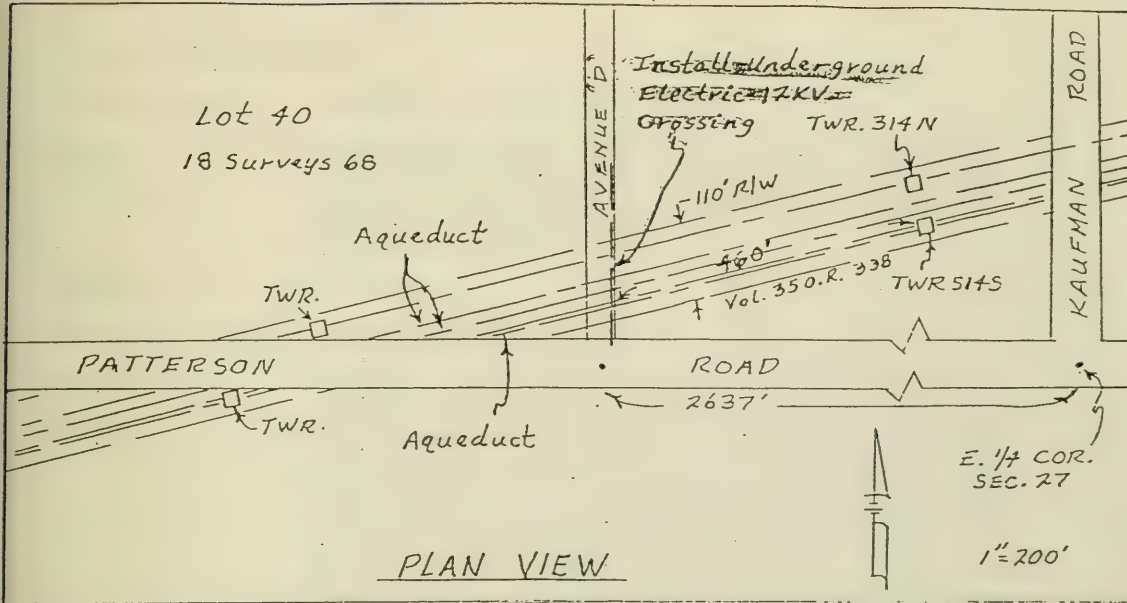
Comments:

1. Ms. Claudine Venegas of the Department of Real Estate reports that PG&E has agreed to pay \$2,500 for the proposed easement rights. Ms. Venegas states that the \$2,500 represents the fair market value for the easement.
2. The grant of the proposed easement would not affect the City's Master Plan.

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

EXHIBIT "A"



CITY, RANCHO, SUBDIVISION, ETC.					SCALE		DATE	
12KV ELECTRIC UNDERGROUND - HETCH-HETCHY R/W					AS SHOWN		10-19-99	
					SECTION	TOWNSHIP	RANGE	MERIDIAN
					27, SW 1/4 NE 1/4	25.	10E.	M.D.E.M.
COUNTY OF STANISLAUS								
CHG.	DATE	DESCRIPTION			AUTH. BY CH. F.B.		DR. BY: R/W CH. BY:	
REFERENCES		19 SURVEYS 66			PG&E		STOCKTON NO 115-C L-2-10-215	
					DIVISION		AUTHORIZATION/DRAWING NO.	
							CHG.	

Item 8 -File 101-89-113

Department: Department of Public Works (DPW)

Item: Supplemental Appropriation Ordinance to provide freight, copy machine, communications, furnishings/furniture, data processing and services by other departments including Real Estate and Building Maintenance.

Amount: \$163,600

Source of Funds: General Fund - General Reserve

Description: The Board of Supervisors approved Resolution No. 196-90 which authorized a new sublease of real property on the seventh floor of 1170 Market Street, to house staff of the Personnel Administration Division and the Software Unit of the Computer Services Division, of the Department of Public Works (DPW). A total of 26 DPW personnel will be moved from Rooms 253, 255, 259 and 368C in City Hall to 1170 Market Street in order to provide space for the Board of Supervisors Legislative Policy Analysts and the Board's Transportation Authority staff. In addition, DPW staff would no longer occupy the hallway on the third floor of City Hall as these employees would be moved into Room 368C to replace those employees moved to 1170 Market Street.

Costs identified in this proposed legislation and associated with the moving of DPW personnel to 1170 Market Street are as follows:

Copy Machine Rental (3 months)	\$ 1,500
Freight - Moving Expenses	8,000
Communications (two Fax Machines and ATT System 75)	55,000
Furnishings/Furniture	71,000
Data Processing Equipment Lease (3 months)	3,000
Services by Others - Real Estate	3,500
Services by Others - Building Repair	<u>21,600</u>
Total	\$163,600

Comments: 1. The Budget Analyst has toured the proposed space at 1170 Market Street and has discussed the proposed related supporting costs with Mr. Costanzo of DPW. Recommended changes to the proposed legislation are as follows:

Copy Machine - This item can be reduced by \$1,000 as the earliest possible move date given the approval of this

BOARD OF SUPERVISORS
BUDGET ANALYST

legislation and the completion of sub-lessor improvements which are not expected to be completed until June of 1990.

Moving Expenses - DPW has received only one estimate for the moving of furniture and equipment from City Hall which is not anticipated to be scheduled until June of 1990. Although no reduction is recommended for this item, the proposed move should be competitively bid and may result in savings.

Communications - The need for two Fax machines (\$4,000) and an ATT System 75 (\$51,000) are justified in order to service the establishment of DPW Personnel Administration Division at two separate locations. One Fax machine will be shared by the two DPW divisions relocated at 1170 Market Street and the second Fax machine will be located in the DPW Computer Operations Section on the third floor at City Hall. The ATT System 75 will permit DPW staff to continue their normal telephone communication service per both single line and multiple line capability. The staff to be relocated from City Hall has both AT&T single line and multiple line handsets which they will be able to remove to 1170 Market Street because the hand sets are compatible with the proposed AT&T PBX. The cost of one additional higher capacity multiple line handset is needed by the DPW Personnel Division whose cost is included in the total price of the additional equipment requested.

Office Furniture - Mr. Costanzo has provided the Budget Analyst with a comprehensive statement (see Attachment) on the need to purchase modular furniture for the new office space at 1170 Market Street. Upon reviewing the attached statement with a proposed floor plan and visiting the new leased space to review existing space configurations, the Budget Analyst concurs with seven of the eight priority needs for modular furniture for the new space. Except as noted below, with respect to the functions for the Departmental Personnel Officer, the existing DPW furniture cannot be used at 1170 Market Street because of the existing floor plan configuration and the need to comply with adequate space for handicap access. The existing furniture will be used either by other DPW personnel or turned over to the Purchaser for disposition.

However, the Budget Analyst recommends that existing furniture for the Departmental Personnel Officer, including a desk and swivel chair, credenza, and a small conference table with chairs, should be used for the designated office location for the Departmental Personnel Officer. This would provide a savings of \$5,200 as identified as the cost and sales tax for the Departmental Personnel Officer under Priority #8 as described in the Attachment.

Data Processing Equipment - This cost is based on a three-month need (\$1,000 times 3 months). Since the move will take place no earlier than June of 1990, only \$1,000 will be needed, allowing for a savings of \$2,000 on this item.

Building Maintenance - The proposed lease includes a revised list of 22 alterations costing \$49,500 instead of \$51,500 proposed in the subject legislation for a savings of \$2,000. The component amount for this legislation should be reduced by \$2,000 from \$21,600 to \$19,600.

2. Total proposed savings identified in Comment 1 are \$10,200 reducing the proposed Supplemental Appropriation from \$163,600 to \$153,400 as follows:

Supplemental Appropriation Request	\$163,600
Proposed Reductions:	
Copy Machine Rental	\$1,000
Office Furniture	5,200
Data Processing Equipment	2,000
Building Maintenance	<u>2,000</u>
	<u>10,200</u>

Amended Supplemental Appropriation Request \$153,400

Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reduce the requested amount of \$163,600 by \$10,200 to \$153,400 as detailed in Comment 2 above and approve the proposed supplemental appropriation ordinance as amended.

JUSTIFICATION FOR FURNITURE PURCHASE FOR
PERSONNEL ADMINISTRATION DIVISION
MOVE TO 1170 MARKET STREET

EXECUTIVE SUMMARY

The following information is being presented to justify the purchase of necessary furniture to be used by the DPW Personnel Administration Division when it moves from Rooms 255 and 259 City Hall to 1170 Market Street.

There are a number of reasons why it is absolutely necessary to make this furniture purchase: First, the majority of the furniture that we now possess is not compatible with the restrictive area that we must move to. Second, the majority of the existing furniture is 30-40 years old, is extremely large, bulky, and in some cases is broken or needs a major overhaul or refinishing. Third, some of the furniture was borrowed as an interim measure until we are able to replace it.

WHAT IS DPW PERSONNEL?

The DPW Personnel Administration Division is comprised of fifteen professional and support staff who handle all personnel transactions for a department of over 2,000 employees. In addition to adding and separating employees, the staff maintains all official personnel records, and is involved in such diverse functions as: employee and labor relations; disciplinary actions; Affirmative Action/EO issues; Civil Service liaison in matters regarding salary and wages, classifications, examinations and certifications; preparation and circulation of departmental policies and procedures from the Director; employee orientation; staff development and training, and preparation of photo I.D's.

There is constant activity in the Personnel Division. On a typical day, the personnel clerks will process 25-30 personnel transactions not including phone or drop-in inquiries. All transactions must be handled in a precise, accurate manner in order to protect the status of each employee. Transactions include such activities as new hires, promotions, disciplinary actions, transfers, separations, etc.

In addition the Personnel Analysts and the Personnel Officer handle a constant stream of individuals who request or require one-to-one assistance on such matters as Affirmative Action, discrimination or sexual harassment issues, disciplinary actions, job counseling, personal problems, grievances and disciplinary hearings, etc. In the current arrangement, many of those meetings must be held in the close confines of Room 259 and, occasionally, the Personnel Officer's room must be used by an analyst in an attempt to secure a private meeting area. The staff is also required to seek out alternate meeting space whenever a meeting is larger than six or

seven people or if multiple documents are going to be reviewed. It appears that this latter problem will be alleviated somewhat at the new site with the proposed conference room.

In the material which follows, it is important to note that in some ways the new location is not as desirable as the current location, but in other ways it is more desirable. Virtually every foot of available space will be in constant use and, given the changes in the way we will have to do business, the area will have to be used very efficiently. During the period of the actual move, it will be necessary to continue processing employees and a shut-down of even one day would create some hardship.

IMPORTANT ISSUES TO BE CONSIDERED

(a) Space

Rooms 255 & 259 City Hall -- 1,260 sq. ft.
1170 Market Street -- 1,515 sq. ft.
(increase of only 255 sq. ft. usable area)

(b) Layout

Rooms 255 & 259 City Hall -- Virtually all space is usable, because of configuration; including vault used for storage, coat room, photo I.D. work, and photocopying.

1170 Market Street -- 25% of available space (520 sq. ft.) is unavailable for use due to the configuration of the area. 304 sq. ft. must be available for handicap access and aisleways, 216 sq. ft. is shared space. Therefore, the amount of usable space is 1,515 sq. ft.

(c) Furniture

Approximately 90% of current furniture is 30-40 years old and is large, bulky, broken and needs repair.

1170 Market Street -- Due to limited space, hallways and required handicap aisleways, floor configuration, walls broken up by multiple doorways, and lack of a suitable reception area, modular workstations are absolutely essential in order to maximize available floorspace.

(d) Costs

Rooms 255 & 259 City Hall -- Approximately 10% of existing furniture is proposed for move to 1170 Market Street due to space constriction of area.

1170 Market Street -- Because of the short lead time, cost of files and furniture will cost \$70,775.00. Under a normal lead time, the purchase of these same files and furniture would cost \$51,347.00 for a difference of \$19,428.00.

MAJOR WORK AREAS

Priority #1 -- File & Photo I.O. Room

Current -- 25' X 11' (129 sq. ft.)

Proposed -- 7' X 13' (91 sq. ft.)

Configuration of the 7th floor will require all files and photo I.O. equipment to be located in the existing file room. That room is 7' X 13' and could not accommodate our 14 five drawer file cabinets. Each cabinet is 2 1/2 feet deep and requires 2 1/2 feet of pull space for each drawer plus space for the person pulling the drawer. Seven feet doesn't allow sufficient work space for a fully extended drawer. Each file cabinet is 18" wide. Side-by-side the 14 units total 21 feet. Those files could not be accommodated in a 13 foot room. Lockable, lateral shelf files are being proposed for purchase.

The Personnel Division prepares new and replacement I.O. badges for DPW employees. The department also prepares photo I.O.'s for other Departments at a considerable cost savings. Existing photo equipment area is approximately 4' X 6' and is proposed for location in the file room as detailed above.

--TOTAL COST FOR LATERAL FILING SYSTEM \$3,900.00

Priority #2 --- Reception Area

Current -- 19' X 18' (173 sq. ft.)

Proposed -- 10' X 12' (120 sq. ft.)

The present area in Room 255 City Hall provides a total of 173 sq. ft. for this extremely important function. Virtually all personnel transactions take place at a counter adjacent to a waiting area. The counter is in full view of the clerk typists and all personnel clerks so there is always sufficient staff to assist drop-ins. The proposed site is smaller (120 sq. ft.), designed for one person only and not in view of the personnel clerks. This room that the clerk typists will occupy will also have to be used as a waiting room. There will be NO COUNTER AREA, therefore all routine processing work will have to be done at the personnel clerks' desks. As the reception area is not in view of the personnel clerks, it will be necessary to always have at least one clerk typist in the reception area at all times, thus resulting in a loss of clerical assignment flexibility.

--TOTAL COST FOR RECEPTION AREA \$ 7,800.00

Priority #3 --- Training Unit

Current -- 11.5' X 12' (138 sq. ft.)

Proposed -- 10' X 12' (120 sq. ft.)

At present, the training unit (consisting of two persons) occupies an area of 138 sq. ft. The training unit is a separate function and their assigned work area contains all of their files, workstations, bookshelves and computer/printer. The new area being proposed for the training unit is a single room of 10' X 12' (120 sq. ft.). The room is designed for one person only but, due to space limitation, both training staff must be located there. It is critical that we make the best use of available floorspace by providing modular workstations for the trainers.

--TOTAL COST FOR TRAINING UNIT MODULAR FURNITURE \$ 7,800.00

Priority #4 --- Personnel Clerk Staff

Current -- 10' X 12' (120 sq. ft.)
Proposed -- 19' X 8' (152 sq. ft.)

The Personnel Clerks assigned to DPW are responsible for processing all routine personnel transactions which take place. As noted above, all routine transactions are now being done at a reception counter. In the new area there will be no counter so transactions will be processed at each clerk's desk. This will require additional space for side chairs and an area or space for appointees to complete documents.

The proposed new area was designed for three people, however we must put four people into that space. There is a possibility of adding a fifth person, as we need to replace a current vacancy, therefore it is essential that modular workstations be provided in order to maximize use of existing floorspace. In order to accommodate four to five people in space designed for three, it will be necessary to move one door. Furniture now being used by the clerical staff is 30-40 years old, cumbersome and out of scale with the proposed area. There is little or no flexibility in placement of furniture which must be placed against walls broken up by doorways. We must also maintain aiseways sufficient to accommodate handicapped applicants along with access and egress to surrounding rooms.

--TOTAL COST FOR MODULAR FURNITURE \$15,600.00

PRIORITY #5 - PERSONNEL CLERK SUPERVISORS

Current -- 19' X 7' (133 sq. ft.)
Proposed -- 15' X 10' (150 sq. ft.)

The office currently has two positions designated as personnel clerk supervisors. One is the office manager, responsible for the day-to-day supervision of the clerical staff. The second, a Principal Payroll and Personnel Clerk, is the back-up supervisor and is responsible for the essential and critical function of maintaining the Department's personnel-related database. The proposed area for these two individuals is slightly larger than their current space however one wall is glass which has a doorway

for egress. Such a configuration limits ability to situate the bulky furniture now being used and modular workstations are proposed to maximize available floorspace.

--TOTAL COST FOR MODULAR FURNITURE \$ 7,800.00

Priority #6 -- Conference Room

Current -- None

Proposed -- 13' X 8' (104 sq. ft.)

There is currently no conference room within the Personnel Division area and all personnel conferences or meetings which cannot be accommodated in the Personnel area must be scheduled in borrowed rooms from other Bureaus of DPW. The proposed conference room will be shared with the Computer Services Staff on a mutually scheduled basis. When not in use as a meeting room, the area will serve as a valuable extra workspace or training site for small groups.

--TOTAL COST FOR CONFERENCE ROOM FURNITURE \$ 3,900.00

Priority #7 -- Personnel Analysts

Current -- 12.5' X 15.5' (194 sq. ft.)

Proposed -- 30' X 32' (320 sq. ft.)

Three personnel analysts currently share one space of slightly less than 200 sq. ft., or less than 70 square feet each. Such an arrangement is totally unworkable considering the confidential nature of the work they are required to do. Confidential meetings are sometimes held with other analysts present due to the lack of available private meeting space. Recently the Personnel Officer has had to vacate his office on several occasions in order to provide a private meeting space for confidential interviews relating to a harassment complaint.

The new, proposed area will provide a small, separate office for each analyst, with adequate space to hold private conversations. However, the furniture used by the analysts is a mixture of old, broken-down and borrowed desks and chairs. One desk is borrowed so it can not be taken with us. Another desk is an old fashioned secretarial desk which, if the user isn't careful, results in the typewriter shelf springing up and risking injury to the face. Two of three chairs being used by the analysts are so old the stuffing is popping out and the third is a secretary's chair. The analysts have two word processing workstations available to them but one is placed on top of an old student's desk for lack of any other place to put them. Space is so limited, that we can not accommodate an adequate number of side chairs in order to properly conduct business.

--TOTAL COST FOR PERSONNEL ANALYST FURNITURE \$14,625.00

Priority #8 -- Departmental Personnel Officer

Current -- 13' X 12.5' (160 sq. ft.)

Proposed -- 18' X 10' (180 sq. ft.)

The Personnel Officer has an office of approximately 160 square feet with sufficient space to accommodate meetings of up to four people. The proposed space is slightly larger and that extra space will be needed to accommodate a small meeting table for staff meetings.

--TOTAL COST FOR D.P.O. FURNITURE \$ 4,875.00

--TOTAL COST OF FURNITURE \$66,300.00

--SALES TAX \$ 4,475.00

--GRAND TOTAL \$70,775.00

(SUMMARY/6)

Item 9 - File 101-89-114

Department: Airports Commission

Item: Supplemental Appropriation Ordinance

Amount: \$91,736,500

Source of Funds: 1990 San Francisco International Airport Revenue Bonds, Series E

Description: On February 26, 1990, the Board of Supervisors approved a resolution (File 27-90-4) authorizing the issuance of \$92,900,000 for San Francisco International Airport Revenue Bonds, Series E, to provide funds for infrastructure repair and refurbishment projects in the Airport's Five-Year Capital Projects Plan.

The proposed Supplemental Appropriation Ordinance would authorize the the Airport to spend \$91,736,500 of the \$92,900,000 bond funds for construction, debt service reserve and professional services and other issuance costs. According to Ms. Angela Gittens of the Airport, the balance of \$1,163,500 is the amount of the estimated market-required original issue discounts and the underwriter's fee. Construction projects would include the repair and strengthening of runways, the modernization of lighting systems, the reconstruction of dikes, the overhaul of drainage pumping stations, increasing the capacity of the Airport's sewage system and other miscellaneous projects to different areas at the Airport. The proposed project areas at the Airport and estimated budget are as follows:

Construction	
Airfield Area	\$46,836,500
Airport Support Area	18,400,000
Terminal Area	3,700,000
Groundside Area	4,300,000
Utilities Area	<u>9,400,000</u>
Subtotal Construction	\$82,636,500
Debt Service Reserve	8,500,000
Issuance Costs	<u>600,000</u>
Total Supplemental Appropriation	\$91,736,500

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. According to Ms. Angela Gittens of the Airport, award of all contracts will be made by competitive bid and will be made in accordance with the Airport's Minority Business Enterprise/Women Business Enterprise/Local Business Enterprise (MBE/WBE/LBE) plan. According to the Airport's internal records, during the period July 1, 1989 through December 31, 1989, the latest period for which data is available, the Airport has awarded \$12,567,553, or 79 percent of total contract dollars to minority businesses and \$11,188, or less than one percent to women businesses. Ms. Gittens states that the Airport's internal records do not necessarily conform to the Human Rights Commission's goals under the new 1989 MBE/WBE/LBE Ordinance. The Airport's performance during the period July 1, 1989 through December 31, 1989 and the City's 1989-90 MBE/WBE/LBE goals are attached as Attachments 1 and 2, respectively.

2. Ms. Gittens states that the contracts for the first projects are expected to be put out to bid in May, 1990, with construction of the final projects expected to be completed in Fiscal Year 1992-93.

3. As noted above, the bond proceeds from the issuance of the Series E Bonds would be used for infrastructure repair and refurbishment projects, including projects to upgrade the safety conditions, at the Airport. The bond proceeds would not be used to finance the expansion of facilities at the Airport.

4. Attachment 3 provides a detailed list of the construction projects totalling \$82,715,063 to be funded by the proposed supplemental appropriation. According to Ms. Gittens, the \$78,563 difference between the estimated \$82,715,063 budget shown on the attached list and the \$82,636,500 requested for Construction projects in the proposed supplemental appropriation represents refinements in the Airports cost estimates.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance.

CONTRACT #	CONTRACTOR	HBE/HBE	ETHNIC/RACE	HBC CERT NUMBER	DIVISION	CONTRACT TYPE	HBE CONTRACT VALUE AMOUNT
48,403	Echo West, Inc.	HBE	Asian	41-060-30153	FOR	CONSTRUCTION	48,403
9,188	Metro Decor Corp.	HBE	White	pending	FOR	CONSTRUCTION	0
11,088,785	O'Grady Paving, Inc.	HBE	Hispanic	32-079-30244	FOR	CONSTRUCTION	11,088,785
52,777	Mon Construction	no	N/A	N/A	FOR	CONSTRUCTION	0
316,498	Westbay Equipment Co.	HBE	Hispanic	31-051-20708	FOR	CONSTRUCTION	316,498
190,196	Oakland Fence Co.	no	N/A	N/A	FOR	CONSTRUCTION	0
16,350	Abbott Electric Co.	no	N/A	N/A	FOR	CONSTRUCTION	0
299,656	Oakland Fence Co.	no	N/A	N/A	FOR	CONSTRUCTION	0
7,434	Art Design Carpets	HBE	Asian	pending	FOR	CONSTRUCTION	0
66,700	Adhesive Eng. Co.	no	N/A	N/A	FOR	CONSTRUCTION	0
2,000	Beltronics	HBE	White	pending	BLF	PROFESSIONAL SERVICES	0
30,000	Parry Co.	no	N/A	N/A	OPERATIONS	PROFESSIONAL SERVICES	0
15,200	Edward Martinez Fabrications	HBE	Hispanic	pending	ADMIN	PROFESSIONAL SERVICES	15,200
490,000	American Contract Interiors	no	N/A	N/A	FOR	CONSTRUCTION	0
768,500	O'Grady Paving Co.	HBE	Hispanic	none	FOR	CONSTRUCTION	768,500
661,973	American Contract Interiors	no	N/A	none	FOR	CONSTRUCTION	0
164,048	Crisp Construction	no	N/A	none	FOR	CONSTRUCTION	0
88,045	Ernie Lowe & Sons, Cont.	HBE	Black	21-091-30223	FOR	CONSTRUCTION	88,045
150,456	Abbott Electric Corp.	LBE	N/A	11-021-20689	FOR	CONSTRUCTION	0
9,979	328 Inc.	HBE	Asian	none	FOR	CONSTRUCTION	9,979
90,641	Coast Electric	no	N/A	none	FOR	CONSTRUCTION	0
47,000	V. Saretson Co.	no	N/A	none	FOR	CONSTRUCTION	0
200,000	MEH Construction	no	N/A	none	FOR	CONSTRUCTION	0
142,000	RPA Construction	HBE	Filipino	none	FOR	CONSTRUCTION	142,000
18,800	DESH Divers	no	N/A	none	FOR	CONSTRUCTION	0
130,000	Walters & Wolfe Glass Co.	no	N/A	none	FOR	CONSTRUCTION	0
50,000	MSA Industries	no	N/A	none	FOR	CONSTRUCTION	0
21,870	Golden Gate Glass & Mirror Co.	HBE	Hispanic	31-079-30185	FOR	CONSTRUCTION	21,870
155,000	Ferra Corp.	no	N/A	none	FOR	CONSTRUCTION	0
56,773	Olma Structural Design	HBE	Filipino	41-060-20449	FOR	CONSTRUCTION	56,773
330,000	Greiber, Inc.	no	N/A	none	FOR	PROFESSIONAL SERVICE	0
10,000	TOLE	no	N/A	none	OPERATIONS	PROFESSIONAL SERVICE	0
5,000	Santa Barbara Museum of Art	no	N/A	none	ADMIN.	PROFESSIONAL SERVICE	0
12,000	Amer. Carousel Museum	no	N/A	none	ADMIN.	PROFESSIONAL SERVICE	0
11,500	Wallace Fish & Co.	HBE	Asian	41-110-01181	BLF	PROFESSIONAL SERVICE	11,500
36,000	County of San Mateo	no	N/A	none	BLF	PROFESSIONAL SERVICE	0
238,112	Westinghouse Electric	no	N/A	none	FOR	MAINTENANCE	0
371,630	Honeywell, Inc.	no	N/A	none	FOR	MAINTENANCE	0

CITY AND COUNTY OF SAN FRANCISCO

MBE/WBE GOALS 1989-1990

<u>INDUSTRY</u>	<u>ASIAN/ FILIPINO</u>	<u>BLACK</u>	<u>LATINO</u>	<u>FEMALE</u>
CONSTRUCTION AND FACILITIES MAINTENANCE: PRIME CONTRACTS	25.3%	13.3%	11.0%	7.0%
EQUIPMENT & SUPPLIES	18.7%	11.8%	5.3%	35.5%
GENERAL SERVICES	26.9%	14.0%	8.1%	26.3%
PROFESSIONAL SERVICES: LEGAL	TO BE DETERMINED			*
PROFESSIONAL SERVICES: ARCHITECTURE & ENGINEERING, PRIME CONTRACTS	*	10.2%	*	16.8%
PROFESSIONAL SERVICES: COMPUTER SYSTEMS	20.0%	20.0%	*	20.0%
PROFESSIONAL SERVICES: MANAGEMENT CONSULTING	7.3%	34.5%	*	61.8%
PROFESSIONAL SERVICES: MEDICAL SERVICES	11.8%	*	5.9%	41.2%

* (Blanks) No goals specified for this category and therefore, no bid preferences for this fiscal year

FIVE-YEAR CAPITAL PROJECTS PLAN
UNFUNDED PROJECTS
TO BE FUNDED WITH THE PROPOSED SERIES E BONDS

CONTRACT NUMBER	EXT	DESCRIPTION	ACTUAL AWARD EXPECT					Beyond 93/94
			88/89	89/90	90/91	91/92	92/93	
1559	E	Taxiway Repair & Reconst.-Ph.5			1,900,000			
1643		H/S Exit T/W, R/w 19L @ T/W F			6,500,000			
1644		H/S Exit T/W, R/W 10L @ T/W L					2,000,000	
1696		Drainage Imp Lot B-1				800,000		
1697		Drainage Imp Canal to DPS #2		1,480,000				
1698		Drainage Imprvmnt Tank Farm		250,000				
1721		Dike Reconstruction Ph V		1,300,000				
1723		New Firehouse No. 2				2,500,000		
1731		Demo of Exist. Structure					170,000	
1732		Utility Install - IT 4th FL		150,000				
1872		Equal Tank @ Sew Treat Plant		600,000				
1895		T/W A Centerline Lights			2,000,000			
1896		Field Lgtg Raceway Sys Imp			22,600,000			
1898		Repair Sewage Treatment Plant			400,000			
1950		Lgtg @ N Access Rd, McDonnell Rd				600,000		
1953		LL Roadway Improvements		1,000,000				
1955		Digester @ Sew Treat Plant		400,000				
1956		Efffluent Line & Weir Struc		500,000				
1957		Water Mains @ Garage		300,000				
1958		Overlay & Recon R/W 28R T/W P			6,000,000			
1959		United Cogen. Plant Connection			2,500,000			
1960		Exp Elect Dist Sys Ph 3			3,000,000			
1962		Sedimentation Tanks				1,200,000		
1963		Drain Lines Pump Stn #2		800,000				
1998		IT Elevator 210 Replacement		500,000				
2132		Telephone System Conversion		180,000				
2156		4th Flr Press & Training Room			125,000			
2164		Extension of Elevator - IT		400,000				
1559	F	Taxiway Repair & Reconstruction					2,000,000	
2084		Water Main Improvement			750,000			
2085		Rehabilitate Drainage Pump Station #2			500,000			
2241		Dike Reconstruction Phase 6				1,700,000		
2242		N & S Oxidation Ponds & Drain Canals			500,000			
2243		Drainage Pum Stn 1A, 1B & 1C Piling			300,000			
2247		Modernization of Fire Alarm System			600,000			
2248		International Terminal Doors		160,000				
2249		North Terminal Doors				430,000		
			\$0	\$8,020,000	\$47,675,000	\$7,230,000	\$4,170,000	\$0
PLUS AE & I / CONTINGENCY:			0	1,804,500	11,250,563	1,626,750	938,250	0
TOTAL YEARLY FUNDING NEEDS:			\$0	\$9,824,500	\$58,925,563	\$8,856,750	\$5,108,250	\$0

TOTAL FUNDING NEEDS:

\$82,715,063

Item 10 and 11 - Files 101-89-115 and 102-89-43

Department: Department of City Planning (DCP)
City Attorney
Real Estate Department
Port Commission
Department of Public Works (DPW)

Items: Supplemental Appropriation Ordinance for permanent salaries, fringe benefits, materials and supplies and services by other departments including the City Attorney, Real Estate Department and Port Commission for the Capital Improvement Project entitled Mission Bay Project and ratify action previously taken (File 101-89-115).

Ordinance to amend the 1989-90 Annual Salary Ordinance to add two positions in the Department of City Planning (File 102-89-43).

Amount: \$325,000

Source of Funds: Development Agreement Fee
Santa Fe Pacific Realty Corporation

Description: On May 1, 1989, Santa Fe Pacific Realty Corporation (SFP) filed a Development Agreement Application for the Mission Bay Project with the Department of City Planning (DCP) in accordance with State law and the San Francisco Administrative Code, Chapter 56. This Chapter permits execution of development agreements between the City and developers for large multi-phase projects, such as the Mission Bay Project. Section 56.20 of the Administrative Code also authorizes the City to collect fees to defray the costs incurred for City staff, consultants, materials and administration to prepare the development agreement and related documents.

The proposed legislation would provide funding to the following City departments to complete the Mission Bay Development Agreement and other related documents, as follows:

Department of City Planning		
Salaries and Fringe Benefits	\$106,500	
Material and Supplies	<u>1,000</u>	
		\$107,500
City Attorney		
Toxic Consultation	20,000	
Legal Services	<u>141,000</u>	

BOARD OF SUPERVISORS
BUDGET ANALYST

	161,000
Real Estate Department	30,000
Port Commission	<u>26,500</u>
Total	\$325,000

Department of City Planning - Two additional positions, a 5299 Planner IV - Environmental Review and a 5277 Planner I, will provide planning support services for a one-year period.

Planner IV - Environmental Review (Annual Salary of \$56,628): Responsible for all environmental review aspects of the development agreement and associated documents. This includes the program environmental impact report (EIR) now underway, and the work involved in achieving its certification as a final EIR. Supplemental EIRs may be required pursuant to the approvals necessary for the development agreement and related documents. These supplemental EIRs will share the analytical basis of the master EIR as well as undertaking and coordinating additional analytical studies required for environmental review purposes.

Planner I (Annual Salary of \$28,574): Responsible for performing and assisting in all planning activities relating to the development agreement and associated documents. This includes assisting in the preparation of various documents required for consideration of the Mission Bay proposal by the City Planning Commission, other City commissions, the Board of Supervisors, and other agencies; providing public notice of workshops and hearings; making presentations before community groups and other organizations; maintaining filing systems; assisting in the coordination of planning work by other staff within the department; and other work as necessary for the development agreement and its related documents and planning implementation.

City Attorney - General legal services and toxic advice and consultation will be provided throughout the current planning process for the Mission Bay Project:

General Legal Services - The City Attorney is providing legal assistance on drafting and negotiating the Development Agreement, as well as related Mission Bay Development Agreement documents including the EIR, Master Plan,

BOARD OF SUPERVISORS
BUDGET ANALYST

Specific Plan, Zoning Code, Map Amendments, Master Subdivision Map, Capital Improvements Plan, Toxic Remediation Plan, Financing Plan, Community Facilities District Plan, Land Exchange Agreements, Housing Program, Lease and License Agreements and Agreements with the State Lands Commission and the Bay Conservation Development Commission (BCDC).

Toxics Advice and Consultation - Mr. Peter Russell, a toxic consultant, has been hired to advise the City regarding toxic waste, toxic remediation, costs and potential liability of toxic on the Mission Bay property.

Real Estate Department - These services include land appraisals and valuations, participation in discussions with the State Lands Commission and determining comparable values of exchanges of property.

Port Commission - The Port is directly involved in the Development Agreement negotiations including the property exchange agreements, the toxic remediation and clean-up issues, the discussions with the State Lands Commission and BCDC and agreements regarding waivers and acknowledgements. The amount of \$26,500 set aside for the Port in this legislation reflects the Port City Attorney's time at \$40 per hour for an average of 80 hours per month for an eight and one-third month period.

The proposed ordinance (File 102-89-43) would amend the 1989-90 Annual Salary Ordinance to add two new positions in the Department of City Planning to assist with the Mission Bay Project:

<u>Number of Positions</u>	<u>Classification</u>	<u>Biweekly Salary Range</u>	<u>Top Step Annual Salary Amount</u>
1	5299 L Planner IV Environmental Review	\$1,791-\$2,178	\$56,628
$\frac{1}{2}$	5277 L Planner I	\$1,099-\$1,329	34,554

The "L" status of the two new positions is identified by the Civil Service Commission as "limited duration", which means that they are to be funded only from fees for the Mission Bay Project. Such fees have been provided in this proposed request for these two positions for a one-year period.

BOARD OF SUPERVISORS
BUDGET ANALYST

However, according to Mr. Milton Edelin of the Department of City Planning, the continuation of the one Planner IV position will be requested in the Department's 1990-91 budget to include sufficient funds through June 30, 1991. The Planner I position will be deleted at the time this proposed subject supplemental appropriation is fully expended. The Budget Analyst will analyze the continuation of the Planner IV position in the 1990-91 budget review.

The proposed supplemental appropriation ordinance (File 101-89-115) would fund the two new Planner positions, fringe benefits and material and supplies in the Department of City Planning, as follows:

Permanent Salaries - Miscellaneous	\$85,202	
Salary Standardization Adjustment*	5,096	
Fringe Benefits	<u>16,202</u>	
Subtotal		\$106,500
Materials and Supplies		<u>1,000</u>
Total		\$107,500

* Step increase for Planner I position and cost of living increase for both positions.

Comments:

1. Mr. Alex Bash of the Department of City Planning advises that the \$107,500 set-aside for the Department of City Planning will be expended over the next twelve months (May 1990 through April 1991) to complete the development agreement and other related documents for the Mission Bay Project.

2. According to Deputy City Attorney Ken Taymore, the proposed funds for City Attorney services totaling \$141,000 in the subject legislation will be expended by the end of April 1990. The cost is based on approximately 1,700 hours of Deputy City Attorney time at \$83.00 per hour. Therefore, additional funds would be needed for City Attorney services during the twelve month period, May 1990 through April 1991 to complete the development agreement for the Mission Bay Project. Based on a projection of current City Attorney costs, an additional supplemental appropriation of approximately \$265,000 for 3,200 hours of City Attorney staff time would be needed for the twelve month period May 1990 - April 1991.

3. Mr. Taymore also advises that the proposed allocation of \$20,000 for toxic consultation services allocated to the City Attorney's Office will provide for the continued services of

BOARD OF SUPERVISORS
BUDGET ANALYST

Mr. Peter Russell through the summer of 1990, and that any additional costs for such services could not be anticipated at this time. Mr. Russell's services are provided through a contract with the law firm of Shute, Mihally & Weinberger and such services have been reviewed and approved by the Human Rights Commission.

4. Mr. Delucchi of the Real Estate Department has advised that the allocation of \$30,000 in the proposed legislation has already been partially expended in the amount of \$25,000 and that the remaining \$5,000 would provide an additional two months of services through the current fiscal year. Mr. Delucchi estimates that an additional supplemental appropriation of \$60,000 would be needed for Real Estate Services for the 10 month period July 1990 - April 1991.

5. Ms. Keri Lung of the Port has advised that the proposed allocation of \$26,500 has already been expended and that an additional supplemental appropriation of approximately \$26,500 would be needed for an additional twelve months, May 1990 - April 1991, for Port legal services.

6. According to Mr. Vit Troyan of the Department of Public Works (DPW), Bureau of Engineering, approximately \$10,550 would be needed to provide cost estimates and verification of the necessary infrastructure throughout the Mission Bay Project area during the next twelve months. DPW costs were not included in the subject legislation. Mr. Troyan bases DPW estimated costs on the following estimate of hours and hourly rates:

Associate Engineer (150 hrs @ \$47/hr)	\$7,050
Project Mgr III (50 hrs @ \$70/hr)	<u>3,500</u>
Total	\$10,550

7. Based on Comments 2, 4, 5 and 6 an estimated amount of \$362,050 in future supplemental appropriations for City services in addition to the subject supplemental appropriation would be needed to complete the Mission Bay Development Agreement and other related documents over the next twelve months as follows:

City Attorney	\$265,000
Real Estate Department	60,000
Port Commission	26,500
DPW Bureau of Engineering	<u>10,550</u>
Total	\$362,050

BOARD OF SUPERVISORS
BUDGET ANALYST

Mr. Bash indicates that further negotiations would be held with the Mission Bay developer, Sante Fe Pacific Realty Corporation, in order to increase the developer's fee to cover the anticipated additional costs for the City. The additional fees and related costs will be requested in a future supplemental appropriation request subject to approval of the Board of Supervisors.

8. A review of the component budget items in the proposed Supplemental Appropriation Ordinance for \$325,000 indicates that \$132,500 are for future budgeted costs and \$192,500 are for costs already incurred as follows:

**Future Budgeted Costs From Subject
Supplemental Appropriation:**

Department of City Planning	\$107,500	
City Attorney - Toxic Consultation	20,000	
Real Estate Department	<u>5,000</u>	
Subtotal		\$132,500

**Costs Already Incurred From Subject
Supplemental Appropriation:**

City Attorney	\$141,000	
Real Estate Department	25,000	
Port Commission	<u>26,500</u>	
Subtotal		<u>192,500</u>

Total Supplemental Appropriation	\$325,000
----------------------------------	-----------

Recommendation: 1. Approve the proposed Supplemental Appropriation Ordinance (File 101-89-115).

2. Approve the proposed Ordinance to amend the Annual Salary Ordinance (File 102-89-43).

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 13 - File 101-89-119

Department: Sheriff

Item: Supplemental appropriation for permanent salaries and related mandatory fringe benefits, temporary salaries and overtime; placing on reserve \$77,728 for overtime as recommended by the Mayor's Office, for Fiscal Year 1989-90.

Amount: \$234,493

Description: The proposed supplemental appropriation would increase permanent salaries and related mandatory fringe benefits in order to allow the filling of 12 vacant 8304 Sheriff's Deputy positions currently kept vacant to meet the salary saving requirement, overtime pay to cover staffing shortages, and temporary salaries to pay for as-needed staff. The reasons for the increase include an increase in the number of deputies on disability leave, increased transportation of prisoners from the consent decree facility (Jail #1) to San Bruno to avoid court fines, increased attrition, and greater demands on the Department to transport prisoners to healthcare facilities. The Sheriff's Department proposes to use the requested funding as follows:

SALARIES AND FRINGE BENEFITS:

The Department proposes to fill 12 vacant 8304 Sheriff's Deputy positions (Annual Salary of \$37,479 at the top step) in order to relieve existing staffing shortages at the jails.

Permanent Salaries [12 positions at second step (\$1,243)(4/30-6/30)]	\$67,122
Fringe Benefits (3.15%-PERS, Medicare, Unemployment plus prorated Health)	<u>5,151</u>

TOTAL -Permanent Salaries	\$72,273
---------------------------	----------

OVERTIME PAY:

The Sheriff's Department expects to incur the following overtime pay expenses:

County Jail #1

Funding would provide overtime staffing for relief coverage on the out-of-county transportation service (\$6,465), a replacement for one 8304 Deputy on disability (\$11,825), and transportation for Medical Emergencies (\$2,962).

\$21,252

County Jail #2 - Hall of Justice

Funding would provide overtime staffing for transportation of State prisoners and for transportation in medical emergencies.

24,883

County Jail #3 - San Bruno

Funding would provide overtime staffing to cover existing positions out on disability and vacation (\$18,959), assist in prisoner counts during transportation (\$8,887), and conduct security searches for weapons and contraband (\$5,925).

33,771

County Jail #7 - San Bruno

Funding would provide overtime staffing to supervise the horticulture program until replacement positions are hired and trained (\$20,210), and to temporarily replace personnel currently on disability and vacation (\$9,460).

29,670

Courts Section

Funding would provide overtime staffing to supervise jurors during lunches and trial deliberations (\$17,528), and for anticipated additional security measures during high-security trials (\$60,200). The Mayor's Office has recommended that these funds be reserved.

77,728

BOARD OF SUPERVISORS
BUDGET ANALYST

Training Section

Funding would provide overtime staffing for standby weekend duty (\$5,581), supervision of the firearms range (\$1,472), and training activities for the remainder of the fiscal year (\$3,910).

\$10,963

SUBTOTAL - expected overtime pay expenses

\$198,267

Minus FY 1989-90 budgeted overtime and holiday pay

(43,683)

Minus reductions not detailed by the Mayor's Office (See Comment 2 below)

(14,400)

TOTAL Overtime Pay request

\$140,184

TEMPORARY SALARIES:

The Department uses temporary salaries to pay for staffing on an as needed basis, such as vacations and sick leave. The Department experienced an unanticipated retirement benefits payment resulting from the retirement of one senior engineer. Funding for temporary salaries would be used to cover these unanticipated expenses, and pay for programming problems in the Civil Accounting System and increased processing of civil claims pursuant to State law.

\$22,306

TOTAL - salaries, fringe benefits, overtime pay, and temporary salaries

\$234,763

Comments:

1) If the proposed supplemental request is approved, the new funding would allow for filling 12 - 8304 Deputy positions currently kept vacant to achieve the Department's budgeted salary savings. Budgeted salary savings reflects the Department's expected savings from vacancies resulting from attrition or the policy decision to leave some Department positions vacant. The Department and the Mayor's Office emphasize, however, that the alternative to the new funding to permit filling the vacant Deputy positions is increased expenditures in overtime, which is more costly.

BOARD OF SUPERVISORS
BUDGET ANALYST

2) The proposed legislation understates the Department's request by \$270 (total of \$234,763 less request of \$234,493) because of a transposing of numbers. The proposed legislation should be amended to \$234,763 to correct this clerical error.

3) The Mayor's Office reduced the Sheriff Department's request for overtime funding by \$14,400 to account for the filling of all of the 12 vacant Deputy positions, which would be used to relieve the existing staffing shortages.

4) Lieutenant Jan Dempsey of the Sheriff's Department reports that the Court has postponed the trial date by four days for one of two high security trials the Department anticipated would need additional security. The trial date postponement, in effect, reduces the Department's anticipated overtime expenses by \$3,440, thus allowing the supplemental appropriation request to be reduced accordingly.

5) Lieutenant Dempsey further reports that the reserve of \$77,728 as recommended by the Mayor's Office includes \$17,528 in overtime pay needed for court supervision of jurors during lunches and during trial deliberations. Mr. Peter Goldstein of the Mayor's Office states that the Mayor's Office recommended that the full amount of \$77,728 be reserved, because all of the estimated expenses are based on expectations of trial court caseloads, and the Department's historical expenditure levels tend to fluctuate. However, the Department believes that the estimated overtime expense for jury supervision is reasonable, but that the additional funding for the trials was requested in case the trials required additional security. Therefore, the recommended reserve should be reduced by \$20,968 (\$17,528 plus \$3,440) from \$77,728 to \$56,760 to enable continued staffing requirements for court supervision and to reflect the recommended reductions in Comment 4, above.

6) The following calculation estimates the Sheriff Department's expenditures on overtime using the revised budget for overtime pay, the Department's calculation of actual expenditures through March 30, 1990, and a projection of overtime expenditures by pay period for the remainder of the fiscal year. The Department has been spending overtime at the rate of \$30,000 per pay period as estimated by the Controller's Office. However, the Department believes that it can hold overtime expenditures to approximately \$15,000 per pay period for the remainder of the year, and according to Lieutenant Dempsey, spent approximately \$14,000 for the pay period ending March 30, 1990. The actual year-to-date

BOARD OF SUPERVISORS
BUDGET ANALYST

expenditure includes overtime expenses incurred after the October earthquake. FEMA is expected to reimburse the Department for \$214,668 in overtime expenses.

Revised Budget - Overtime Pay	\$475,751
Year-To-Date expenditures through March 30, 1990	660,608
Estimated expenditures by pay period (\$15,000 times 6.5 pay periods - 3/31 through 6/30)	97,500
Anticipated additional security costs for trials (See Comment 5 above)	56,760*
Subtotal Estimated Overtime	814,868
Less FEMA reimbursement	<u>(214,668)</u>
TOTAL Estimated overtime expenditures net of FEMA reimbursement	<u>600,200</u>
Projected Deficit (Budget minus Total Estimated Expenditures)	(124,449)
Department's supplemental request allocated to overtime	<u>140,184</u>
Amount of overtime funds not needed by Department	\$15,735

* \$56,760 figure includes reduction of \$3,440 as described in Comment 4, above.

Based upon the above calculations, the proposed supplemental appropriation request should be reduced by \$15,735.

7) For temporary salaries, the Controller's Office has projected a deficit of \$33,399, based on 7 month expenditure data. The Department has projected a deficit of \$25,000 in temporary salaries. Depending on the actual performance of the Department, the supplemental request of \$22,306 for temporary salaries may not be sufficient to cover estimated expenditures.

BOARD OF SUPERVISORS
BUDGET ANALYST

- Recommendations:**
1. Amend the proposed supplemental appropriation by reducing the amount by \$15,465 from \$234,493 to \$219,028 which reflects a reduction of \$15,735 to account for actual estimated need for overtime funding, and an increase of \$270 to account for the clerical error.
 2. In lieu of the Mayor's recommended reserve of \$77,728, reserve only \$56,760 as explained in Comment No. 5 above.
 3. Approve the proposed supplemental appropriation ordinance as amended.

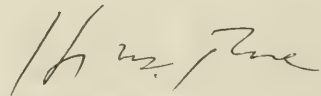
Item 14 -File 282-89-1

NOTE: This item was continued at the February 14, 1990 Finance Committee meeting.

1. This item is a hearing to consider a uniform policy for the imposition of user fees by all City agencies and departments.

2. On March 6, 1990, the Clerk of the Board requested each Department Head to provide information to the Board of Supervisors concerning all fees charged by the department. Information on fees requested included the name of each fee, the amount of each fee, the date when the fee was originally established, when the fee was last revised, the purpose of the fee, the estimated annual revenues generated by the fee, the estimated annual costs related to the fee charged, and information as to whether or not such fees are subject to approval by the Board of Supervisors.

3. The Budget Analyst has compiled the information on fees provided by Department Heads in the attached table "User Fee Survey Results".



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Stacy Becker
Ted Lakey

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Recorder's Office	20 Day Preliminary Notice	To offset notification cost	Jul-88	Recorder	Yes	\$15.00	121	\$1,500.00
Recorder's Office	Lien Notice Fee	To offset notification cost	1981	Recorder	No	6.00	5,572	10,938.00
Dept. of Agriculture/Weights & Measures	Non-Commercial Device & Standby Inspection Fees	To allow charging for the testing of non-commercial device and standby that will cover the costs of such svc.	Prior to 1978	Board of Supervisors	Yes	\$48 to \$60	24	1,557.00
Dept. of Agriculture/Weights & Measures	Annual Registration of PCOs, PCA's and SPCO's	To defray costs of required annual registration	Apr-80	Board of Supervisors	Yes	\$10 to \$50	102	2,040.00
Dept. of Agriculture/Weights & Measures	Agricultural Inspection Fees	To defray costs incurred in inspection of agricultural commodities needing certification for export.	Dec. 23 1933	Board of Supervisors	Yes	\$10 to \$45	1,184	10,988.00
Dept. of Agriculture/Weights & Measures	Farmers' Market Stall Fees & Tonnage Rates	To finance market maintenance and operations	1942	Board of Supervisors	Yes	\$3.50 to 16.50	11,300	170,000.00
Dept. of Agriculture/Weights & Measures	Annual Device Registration Fee	To offset the costs of mandatory annual inspection of commercial devices in San Francisco.	1986	Board of Supervisors	Yes	\$20 to \$60	2,919	23,749.00
DPW, Bureau of Engineering	Sidewalk Flower Market	To regulate the placing and maintenance of flower stands in City streets (within sidewalk area)	1952	Board of Supervisors	Yes	\$100/qr. + \$30/qr. / employee	16	5,784.00
DPW, Bureau of Engineering	Sidewalk Permits	To process permit applications by property owners to repair or replace defective sidewalk.	1981	DPW Fee Schedule	No	\$12 for ea. 100 ft. increment	2,000	99,586.00
DPW, Bureau of Engineering	Curb Reconstruction	To regulate and inspect all curb cuts in public streets.	Not Available	DPW ruling	No	\$60/Curb Cut	552	33,211.00
DPW, Bureau of Engineering	Street Space	Permit Processing and Inspection	Not Available	DPW ruling	No	\$30 - \$250 minimum	900	456,177.00

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
DPW, Bureau of Engineering	Misc. Service Charge	To compensate City's cost for investigating and processing misc. service requests not covered by any specific code or ordinance.	Not Available	DPW ruling	No	Actual Hours	Not Available	187,769.00
DPW, Bureau of Engineering	Debris Boxes	To regulate location, maintenance of debris boxes for public health and safety reasons.	1967	DPW ruling	No	\$10/permit/box	1,079	164,769.00
DPW, Bureau of Engineering	Sidewalk Phones	Commission (City's share)	1962	Board of Supervisors	Yes	15% of telephone revenues	One	289,741.00
DPW, Bureau of Engineering	Subdivision Map Review Fund	To compensate City's cost for checking and processing subdivision, including condominiums, maps.	1972	DPW order by Authority of Subdivision Code	Yes	No. of units	180	329,857.00
DPW, Bureau of Engineering	Excavation Fund	To offset cost of utility processing and inspection	1985	DPW ruling	Yes	12¢/sq. ft.	8	322,156.00
DPW, Bureau of Engineering	Street Vacation Fund	To compensate City's cost for processing and investigating street vacation applications.	1981	DPW, Street and Highway Code	No	Hours required	9	22,525.00
DPW, Clean Water Program	Sewerage Charge	It is the principal revenue necessary to fund operations, maintenance repair and replacement of the existing sewer collection, treatment and disposal facilities.	June 8, 1979	Board of Supervisors	Yes	6.91	165,000	55,881.00
DPW, Bureau of Traffic Engineering & Operations	Curb Painting Fee	Reimburse Department's Costs	1981	Ordinance	Yes	\$280/ zone	1,042	141,970.00
DPW, Bureau of Traffic Engineering & Operations	Temporary Street Closing Fee	Filing Fee	August 26, 1988	Ordinance	Yes	40.00	131	5,540.00

User Fee Survey Results

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
DPW, Bureau of Building Inspection	Apartment and Hotel License Fee	Apartment and Hotel Inspections	1987	Building Code	Yes	Various	14,000	2,320,432.00
DPW, Bureau of Building Inspection	Gas Appliance Dealer Registration	For administrative cost in processing the Gas Appliance Dealer Registration. We have not been collecting many fees for this category since 1985 because General Contractors license covers this cost.	1920s	Building Code	Yes	Various	One	147.00
DPW, Bureau of Building Inspection	Bank Charges for Bad Checks	Penalty for dishonest checks.	1979	Building Code	Yes	Various	44	787.00
DPW, Bureau of Building Inspection	Bank Charges for Bad Checks	Penalty for dishonest checks.	1979	Adm Code	Yes	Various	44	787.00
DPW, Bureau of Building Inspection	Disability Access Coordinator fee + Plant Owner Permit	Administrative Code of Disability Access Program + administrative cost to process commercial buildings annual fee for minor electrical work that does not require a permit.	1930s plant owner 1989	Building Code	Yes	Various	30 plant owner	5,837.00
DPW, Bureau of Building Inspection	Electrical Inspection Permit Fee	To pay for Electrical Inspection costs	1906	Building Code	Yes	Various	17,599	1,519,825.00
DPW, Bureau of Building Inspection	Electrical Sign Inspection Permit	To pay for electrical sign inspections.	1920s	Building Code	Yes	Various	1,500	11,943.00
DPW, Bureau of Building Inspection	Structural Addition and Demolition notice	To pay for processing cost of posting and sending out notices.	Unknown	Building Code	Yes	Various	200	24,523.00
DPW, Bureau of Building Inspection	Sub-poena's misc. charges	To pay for BBI's expert witness fee in court and sub-poena of records.	Unknown	State Code	No	\$35/ Appearance	Unknown	0.00
DPW, Bureau of Building Inspection	Energy Inspections	Enforcement of energy conversion standards	1983	Building Code	Yes	Various	7,621	39,133.00

User Fee Survey Results

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
DPW, Bureau of Building Inspection	Apartment and Hotel Conservation Svc. Charge	Administrative and enforcement of hotel conversions from residential	1981	Building Code	Yes	Various	520	23,809.00
DPW, Bureau of Building Inspection	Building Permit Fee	To pay for various inspections, enforcements, and penalty assessments	Unknown	Building Code	Yes	Various	22,500	5,219,556.00
DPW, Bureau of Building Inspection	Permit Notification Fee	Administrative cost for notifications.	1934	Building Code	Yes	Various	400	17,390.00
DPW, Bureau of Building Inspection	Assessment for Demolition Charge	To recover the cost of demolition incurred by the City if the owners can not pay for it at the time. This is usually when the building is hazardous.	Unknown	Building Code	Yes	Various	3	Unknown
DPW, Bureau of Building Inspection	Building Plan Check	To pay for plan review cost.	Unknown	Building Code	Yes	Various	8,385	2,432,879.00
DPW, Bureau of Building Inspection	Flue Permit Fee	Flue inspections	Unknown	Building Code	Yes	Various	796	3,608.00
DPW, Bureau of Building Inspection	Residential 3R Inspection	To pay for cost of surveying buildings.	Unknown	Building Code	Yes	Various	55	19,068.00
DPW, Bureau of Building Inspection	House Moving Permit Fee	Record keeping and enforcement for any structure that is being moved.	Unknown	Building Code	Yes	Various	None	0.00
DPW, Bureau of Building Inspection	Residential Records Report	Administrative cost for researching and preparing 3R reports.	1960	Building Code	Yes	Various	10,512	231,722.00
DPW, Bureau of Building Inspection	Street Numbering Fee for Any New Address	Administrative and field investigative cost to determine the appropriateness of assigning the new numbers.	Unknown	Building Code	Yes	Various	800	8,462.00

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
DPW, Bureau of Building Inspection	Board of Examiner	Administrative and record keeping of Board hearings for products or challenges to the Building Code.	Unknown	Building Code	Yes	Various	15	700.00
DPW, Bureau of Building Inspection	Strong Motion Administration Fund	Administrative, collections, and reporting of fees for the State. Money is collected for the State for their Earthquake studies.	Unknown	Building Code	Yes	Various	10,000	55,614.00
DPW, Bureau of Building Inspection	Plumbing Inspection Fee	To pay for various plumbing inspections.	Unknown	Building Code	Yes	Various	12,000	1,191,960.00
DPW, Bureau of Building Inspection	Permit Expediter Fee and Miscellaneous Revenue	Administrative and research costs for problem permits, and other miscellaneous revenue.	1978	Building Code	Yes	Various	9,525	81,437.00
Asian Art Museum	None							
Tax Collector, License Div.	Preferential Parking Permit	Imposed on the residents for the purchase of a parking sticker.	July 30, 1976	Ordinance	Yes	13.00	74,000	876,793.00
Board of Permit Appeals	Fees for filing permit appeals	To offset some of the costs of administering Board of Permit Appeals.	1932	Ordinance imposed by Staff	Yes	Various	Unknown	28,120.00
Redevelopment Agency	Boat Berth Rentals	South Beach Harbor Operations	July 2, 1965	Agency Commission Vote	No	Various	700	1.5M
Municipal Court	Complaint Filing Fee	To offset clerical costs	1953	Board of Supervisors	Yes	56.00	18,000	Not Reported
Municipal Court	First paper filing fee (Other than Plaintiff)	To offset clerical costs	1953	Board of Supervisors	Yes	50.00	8,000	Not Reported
Municipal Court	Demurrer, Motion filing fee	To offset clerical costs	1947	State Legislature	No	14.00	5,000	Not Reported

User Fee Survey Results

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Municipal Court	Notice of Appeal	To offset clerical costs	1947	Government Code	No	38.00	150	Not Reported
Municipal Court	Notice of Intention to Move for New Trial	To offset clerical costs	1947	State Legislature	No	14.00	15	Not Reported
Municipal Court	Abstract of Judgment Rendered in Another Court	To offset clerical costs	1947	State Legislature	No	12.00	10	Not Reported
Municipal Court	Certified Copy of a Complaint from Another County	To offset clerical costs	1982	State Legislature	No	12.00	10	Not Reported
Municipal Court	Action or Proceeding Transmitted from Another County	To offset clerical costs	1947	State Legislature	No	56.00	100	Not Reported
Municipal Court	Confession of Judgment	To offset clerical costs	1933	State Legislature	No	10.00	10	Not Reported
Municipal Court	To issue any order of sale	To offset clerical costs	1947	State Legislature	No	7.00	5	Not Reported
Municipal Court	To issue Writ of Attachment, Execution, Possession, Restitution	To offset clerical costs	1947	State Legislature	No	3.50	13,000	Not Reported
Municipal Court	To issue Abstract of Judgment	To offset clerical costs	1947	State Legislature	No	3.50	5,000	Not Reported
Municipal Court	Transcript of Register of Actions	To offset clerical costs	1953	State Legislature	No	1.50	150	Not Reported
Municipal Court	Renewal of Judgment	To offset clerical costs	1947	State Legislature	No	14.00	100	Not Reported

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Municipal Court	To compare a copy presented for certification	To offset clerical costs	1947	State Legislature	No	0.5/ page	500	Not Reported
Municipal Court	To compare a copy by photocopy process	To offset clerical costs	1947	State Legislature	No	0.5/ page	250	Not Reported
Municipal Court	Certify a copy of any record on file	To offset clerical costs	1947	State Legislature	No	1.75/ document	500	Not Reported
Municipal Court	To exemplify a copy of any record	To offset clerical costs	1947	State Legislature	No	7.00 document	20	Not Reported
Municipal Court	Records Search	To offset clerical costs	1947	State Legislature	No	1.75/ year	25	Not Reported
Municipal Court	Judgment Debtor Fee	To offset clerical costs	February 1, 1990	Board of Supervisors	Yes	N/A	N/A	Not Reported
Municipal Court	Complaint in Intervention	To offset clerical costs	1953	Board of Supervisors	Yes	50.00	25	Not Reported
Municipal Court	To issue Certificate of Facts	To offset clerical costs	1937	State Legislature	No	5.00	400	Not Reported
Municipal Court	Small Claims Notice of Appeal	To offset clerical costs	1947	State Legislature	No	32.00	600	Not Reported
Municipal Court	Mailing Copy of Small Claims Affidavit	To offset clerical costs	1976	State Legislature	No	4.00	1,900	Not Reported
Municipal Court	Small Claims - Filing Fee	To offset clerical costs	1933	State Legislature	No	6 and 12.00	13,000	Not Reported
Municipal Court	Research Fee	To offset clerical costs	1947	State Legislature	No	3.00	1,200	Not Reported

User Fee Survey Results

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Municipal Court	Copy of Parking Citation	To offset deical costs	1986	State Legislature	No	1.00	3,600	Not Reported
Adult Probation Dept.	Probation Costs	Probationers pay up to \$25 per month to reimburse the County for the cost of supervising the case.	1981	Court Order per Penal Code 1203.1 (b)	No	Actual Cost	Unknown	126,887.00
Adult Probation Dept.	Community Service Fee	Administrative fee to participate in Project 20 as an alternative to payment of fines; to defray costs processing clients.	August 5, 1988	Adm Code	Yes	\$10 to \$75 based on financial ability to pay	2,460	50,750.00
Adult Probation Dept.	Restitution Administrative Fee	To cover actual administrative cost of collection restitution but not to exceed 10% of total amount of restitution ordered.	1982	Board of Supervisors	Yes	Actual Costs	Unknown	11,300.00
Adult Probation Dept.	Criminal Laboratory Analysis Fee	To be deposited in a special crime lab fund and used for chemical analysis, purchase of equipment and maintenance, education and training.	1984/85	Court Order/H&S Code 11372.5 for offenses	Yes	Various	Unknown	3,900.00
Adult Probation Dept.	Adult Probation Department	Instalment Fee	March 29, 1983	Board of Supervisors	Yes	Actual Costs	665	20,000.00
Adult Probation Dept.	Diversion Fee	Part of an enrollment fee in a diversion program to cover cost of lab analysis and processing the request on application.	1982/83	Court Order/ Penal Code 1001.15 and 1001.16	No	\$150/ felony \$100/ misdemeanor	1,500	22,200.00
Adult Probation Dept.	Attorney Recoupment Fee	To reimburse County for cost of Public Defender's legal assistance.	1981	Court Order/ Penal Code 987.8	No	Various	Unknown	9,200.00
Arts Commission Street Artists Program	Street Artists Certificate Fee	To support the costs of administering and enforcing the provisions of the Street Artists Ordinance.	Apr-72	Board of Supervisors	Yes	230.00	426	97,970.00

User Fee Survey Results

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Arts Commission Street Artists Program	Street Artist Certificate Fee	To support the costs of administering and enforcing the provisions of the Street Artists Ordinance.	Apr-72	Board of Supervisors	Yes	230.00	426	97,970.00
31 Fire	Original filing fees - SFFD Permits	Fire prevention fee on fire safety implementation.	Sept 17, 1965	Fire Commission	Yes	Various	714	95,932.00
31 Fire	Annual Highrise Inspection	Cost to conduct fire safety inspection of highrise buildings.	June 30, 1986	Fire Commission	Yes	\$4/ 1,000 sq. ft.	432	425,087.00
31 Fire	Plan Checking Review	Cost to review plans for new construction and alterations of existing buildings	September 6, 1987	Fire Commission	Yes	Value of Construction	4,706	678,455.00
31 Fire	Roof and Salvage Covers	Fees paid for emergency use of roof and salvage covers	Unknown	Fire Commission	No	Various	50	3,045.00
31 Fire	Miscellaneous service charges	Miscellaneous fees such as BFI reports, witness fee, damaged hydrant, fire alarms fee, records	Unknown	Fire Commission	No	Various	Unknown	38,064.00
Public Library	Fees for services are not charged							
Tax Collector, License Div.	Preferential Parking Permit	Imposed on the residents for the purchase of parking sticker.	July 30, 1976	Ordinance	Yes	13.00	74,000	876,793.00
City Planning	Permit Processing, Environmental Review, Reproduction	To compensate Department for a part of its costs.	1978	Board of Supervisors	Yes	Various	11,240	2,225,000.00
Civil Service Commission	Copy Fee	Per page copy fee for Civil Service Commission documents.	May 14, 1984	Commission	No	0.15	29	77.90
Civil Service Commission	Fee for copies of Civil Service Commission Rules	Recovers cost of printing rules	May 14, 1984	Commission	No	7.50	87	652.00

User Fee Survey Results

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Civil Service Commission	Fee for copy of Civil Service and Related Provision of Charter	To recover cost of printing	November 6, 1989	Commission	No	5.00	9	45.00
Civil Service Commission	Examination papers inspection Fee	Fee is charged to individuals who wish to inspect examination papers of other examination candidates.	April 9, 1977	Administrative Code Sec. 8.26	Yes	5.00	12	60.00
Assessor	Printed Information Fee	Printed property data to public and private sectors.	Apr-89	Assessor	No	2.00	710	1,867.00
Assessor	Data Information Tapes	Offset costs and earned revenue	1976	Assessor	No	\$500/tape	105	16,000.00
Private Industry Council	None							
Health Service System	None							
Medical Examiner Coroner	Coroner's Fees for Copies of Documents & Certain Services	Defray cost of issuance of documents and providing certain services	May 13, 1982	Board of Supervisors	Yes	Various	Unknown	37,143.00
War Memorial	Opera House Rental/Davies Symphony Hall Rental	To rent rehearsal/performance facilities in the War Memorial Opera House and Davies Symphony Hall	8/25/32 Opera House Supervisors 7/12/79 Davies Symphony Hall	Board of Supervisors	No	Various	25	339,724.00 OH 306,234.00 DSH
War Memorial	Herbst Theatre Rental/ Green Room Rental	To rent rehearsal/performance/event facilities in the Herbst Theatre and Green Room	April 13, 1978	War Memorial Board of Trustees	No	Various	375	84,085.00 HT 79,390.00 GR
War Memorial	Zellerbach Rehearsal Hall Rent	To rent rehearsal facilities in Zellerbach Rehearsal Hall	4/16/81	War Memorial Board of Trustees	No	Various	10	59,894.00

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
War Memorial	Food and beverage concession Commission	Concessionaire's remittance of concession fees	September 1, 1980	Per 9/1/809 Agreement	No	Per 1980 agreement	One	151,245.00
War Memorial	Program Concession Commission	Concessionaire's remittance of concession fees	1940	Per Agreement	No	Per annual agreement	One	14,675.00
War Memorial	Office Rental Fees	Rental of permanent office space in the War Memorial facilities	August 25, 1932	War Memorial Board of Trustees	No	.21/ sq. ft.	4	118,522.00
War Memorial	San Francisco Museum of Modern Art Service Fees	For utility and elevator services provided by the Bureau of Light, Heat and Power; and elevator maintenance fees	July 1, 1980	War Memorial Board of Trustees	No	Utility Estimate	One	43,443.00
War Memorial	Miscellaneous Service Charges	Various equipment rental fees for use of various War Memorial equipment	varies	War Memorial Board of Trustees	No	Various	400	39,142.00
Sheriff's Department	Boarding Prisoners Other Counties	To compensate county for cost of housing state prisoners	1970	State mandated	No	37.98	One	118,433.00
Sheriff's Department	Board and Room Working Prisoners	To compensate county for costs of Work Furlough fees and SWAP participants	1986	Sheriff	No	\$2/day SWAP		133,886.00
Sheriff's Department	Fingerprinting Fees	General public and jail clearance applicants	1979	Sheriff	No	7.50	1,000	7,923.00
Sheriff's Department	Sheriff's Fees	Civil process		State law	No			551,653.00
Sheriff's Department	Boarding of Prisoners	To compensate county for cost of housing federal prisoners	1972	U.S. Marshall's	No	59.00	One Federal Govt.	774,241.00

User Fee Survey Results

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Law Library	Interlibrary Loan Retrieval Fee	To pass on to those who use the law library extensively the greatly increasing cost of legal materials.	1989	Commission Vote	No	300-1000.00	54	26,150.00
Employees' Retirement System	Subpoena, Copying & Insurance fees	To answer subpoenas. Top charge for copying records. To complete forms and verify Disability	Unknown	Civil Procedures CA state statute	No	15.00 Subpoenas \$ 25/ page \$5.00 forms	714	6,408.00
Public Defender	Reimbursement for Public Defender Services	To allow indigent persons to pay the partial cost of appointed counsel	1965	In effect by statute	Yes	Actual Cost	Unknown	Not Reported
Real Estate	Rent Collection Fee	Delay cost of collection services	1933	Admin. Code Sec. 23.4	Yes	Am't of Rental Payment	100	7,128.00
Airport	Aircraft Landing Fees	Commercial/1,000 lbs.	July 18, 1969	Commission	Yes	\$0.573 per 1000 lbs	Not Reported	18,559,016.00
Airport	Aircraft Landing Fees	General Aviation/ 1,000 lbs.	July 18, 1969	Commission	Yes	\$0.699 per 1000 lbs	Not Reported	313,634.00
Airport	Outdoor Aircraft Storage Fees	Aircraft Parking - General Aviation	July 18, 1969	Commission	Yes	various per weight	Not Reported	128,028.00
Airport	Cargo Handling Space	Cargo Space Rentals	May 20, 1966	Commission	Yes	various per type	Not Reported	2,527,310.00
Airport	Fuel Handling Fees	Service Aircrafts	June 27, 1969	Commission	No	\$.01 per gallon	Not Reported	871,045.00
Airport	Airline Terminal Rental Rates	Airline	July 18, 1969	Commission	Yes	per sq. ft. per year	Not Reported	26,175,846.00
Airport	Airline Terminal Rental Rates	Non-Airline	July 18, 1969	Commission	Yes	per sq. ft. per year	Not Reported	455,589.00

User Fee Survey Results

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Airport	Airline Terminal Rental Rates	Security Fees	Unknown	Commission	No	per no. of passengers enplaned	Not Reported	1,427,316.00
Airport	Vehicle Parking Rates -- Public	Garage	Nov 19, 1985	Commission	No	\$13 per day Maximum	Not Reported	25,070,752.00
Airport	Vehicle Parking Rates-- Public	Valet	August 22, 1988	Commission	No	\$25 per day Maximum	Not Reported	582,399.00
Airport	Vehicle Parking Rates-- Public	Long Term	July 19, 1988	Commission	No	\$8 per day Maximum	Not Reported	6,886,084.00
Airport	Vehicle Parking Rates-- Employee and Tenants	Employee Parking (Garage)	Feb 19, 1985	Commission	No	\$205 per quarter	Not Reported	276,438.00
		Employee Parking (Lot D Long Term)	Feb 19, 1985	Commission	No	\$48 per quarter	Not Reported	(included in amount above)
Airport	Ground Transportation Vehicle Access Charge	Taxi Fees	January 1, 1977	Commission	No	\$1.50 per exit	Not Reported	792,541.00
Airport	Ground Transportation Vehicle Access Charge	Courtesy vehicles and other commercial ground transportation operators.	August 19, 1986	Commission	No	\$25 annual fee & \$1 per trip after 60 trips per month	Not Reported	973,396.00
Port	Filming Fee	Cover adm. costs to issue fee	June 21, 1988	Mayor's Fild Advisory Council	No	\$100-\$300	82	29,568.00
Port	Special Event Street Use	Delray associated costs	May 11, 1988	Commission	No	500.00	40	22,913.00
Port	Parking Fees Per Filming	Delray associated costs	1986	Director's Ruling	No	\$0.20 per sq ft \$8 per meter	49	11,895.00

Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected
Port	Pier 35 Passenger Terminal	Survey of other jurisdictions	Aug-82	Commission	No	\$800 - 1 room \$1200 - 2 rms	14	7,475.00
Port	Meeting Room Fee	Delray associated costs	1989	Director's Ruling	No	\$150 - City \$300 - Public	6	1,500.00
Port	Wharfage	Use of wharves by Cargo	Unknown	Commission	Yes	Per contract with steamship line	80	4,765,000.00
Port	Dockage	Use of docks by ships	Unknown	Commission	No	Per day and ship length	84	1,481,000.00
Port	Wharf storage	Use of wharves for extended periods	Unknown	Commission	No	Per ton and per time	53	181,000.00
Port	Crane Rental	Use of Port's container cranes	1970	Commission	No	\$385 per hour	25	1,408,000.00
Port	Building Permit Fee	Building Code Requirements	Unknown	Board of Supervisors	Yes	SF Building Code Fee Sched		23,500.00

EF
\$90.25
2
4/25/90

Letter
to
Chair

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

APR 30 1990

WEDNESDAY, APRIL 25, 1990 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR MAHER

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

SPECIAL ORDER - 3:00 P.M.

1. File 100-89-23. Hearing to consider year-end 1989-90 budget review. (Supervisor Walker)

(Continued from 4/18/90.)

Recreation and Park Department
Mayor's Office of Public Safety
Police Department (Except Parking Control which will be heard May 2, 1990.)
Sheriff
Courts (Except Traffic and Parking which will be heard May 2, 1990.)
Department of Public Health, Forensics Only
Adult Probation Department
Public Defender
District Attorney

ACTION: HEARING HELD. CONTINUED TO 5/2/90.

CONSENT CALENDAR

2. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 25-90-7. [Contract] Resolution concurring with the Controller's certification that computer specialist services for the communications system can be practically performed at the Fire Department by private contractor for lower cost than similar work performed by City and County employees. (Fire Department)

- b) File 25-90-8. [Contract] Concurring with the Controller's certification that security services can be practically performed at the Department of Social Services by private contractor for lower cost than similar work services performed by City and County employees. (Department of Social Services)
- c) File 30-90-4. [State Agreement] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to enter into an agreement in the amount of \$44,235 with the State of California, Department of Alcohol and Drug Programs for the provision of vocational rehabilitation services to recovering alcoholics for the term July 1, 1989 through June 30, 1990, and authorizing and directing the President of the Board to sign and certify said agreement. (Department of Public Health, Division of Mental Health, Substance Abuse and Forensic Service)
- d) File 61-90-1. [Extension of Time to Award Contract] Resolution extending time to award Department of Public Works contract for Job No. 4808AR, Legion of Honor, window replacement to April 30, 1990. (Department of Public Works)
- e) File 146-90-24. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, to apply for, accept and expend a grant of \$31,701 from the State Department of Health for 314(d) Health Incentive Funds. (Mayor)
- f) File 101-89-104.1. Requesting release of reserved funds, Office of the Registrar of Voters, in the amount of \$42,420, for Voter Information Pamphlet absentee voting and signature verification. (Registrar of Voters)

ACTION: ITEMS 2b AND 2f SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 2b, File 25-90-8. CONTINUED TO 5/2/90.

ITEM 2f, File 101-89-104.1. HEARING HELD. RELEASE OF \$42,420 RECOMMENDED. FILED.

REGULAR CALENDAR

- 3. File 101-89-105.1. [Government Funding] Ordinance appropriating \$137,994, District Attorney, for permanent salaries, temporary salaries and mandatory fringe benefits. RO #9228 (Controller)

(Continued from 3/28/90.)

ACTION: AMENDED TO PLACE \$33,361 FOR TEMPORARY SALARIES IN RESERVE PENDING RELEASE BY THE FINANCE COMMITTEE. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$137,994, DISTRICT ATTORNEY, FOR PERMANENT SALARIES, TEMPORARY SALARIES AND MANDATORY FRINGE BENEFITS; PLACING \$33,361 IN RESERVE." RECOMMENDED AS AMENDED.

4. File 97-90-17. [Contracts to Cover City Funds] Ordinance amending Administrative, Code by adding Section 10.39-1.1 thereto, authorizing the Director of the Bureau of Delinquent Revenue Collection to enter into contracts to recover funds to which the City is entitled. (Office of the Treasurer).

ACTION: RECOMMENDED.

5. File 101-89-120. [Government Funding] Ordinance appropriating \$23,440, Controller's Office, for permanent salaries and related mandatory fringe benefits; rescinding \$23,440 from services of other Departments - Controller, reducing \$21,829 from work order recovery; rescinding \$21,829, permanent salaries and related mandatory fringe benefits - Controller - Information Systems Division, for the creation of two positions and deletion of two positions. RO #9256 (Controller) (companion to File 102-89-44)

ACTION: AMENDED TO REDUCE TOTAL APPROPRIATION TO \$12,924; AND ADJUSTING INTERDEPARTMENTAL WORK ORDER RECOVERY; AND REDUCING RECISSION FROM PERMANENT SALARIES AND RELATED MANDATORY FRINGE BENEFITS TO TO \$11 313. NEW TITLE:
"[Government Funding] ORDINANCE APPROPRIATING \$12,924, CONTROLLER'S OFFICE, FOR PERMANENT SALARIES AND RELATED MANDATORY FRINGE BENEFITS; RESCINDING \$12,924 FROM SERVICES OF OTHER DEPARTMENTS - CONTROLLER, REDUCING \$11,313 FROM WORK ORDER RECOVERY; RESCINDING \$11,313, PERMANENT SALARIES AND RELATED MANDATORY FRINGE BENEFITS - CONTROLLER - INFORMATION SYSTEMS DIVISION, FOR THE CREATION OF TWO POSITIONS AND DELETION OF TWO POSITIONS." RECOMMENDED AS AMENDED.

6. File 102-89-44. [Public Employment] Ordinance amending Annual Salary Ordinance, 1989-90, Controller's Office, reflecting the substitution of two positions (Classifications 1655 Systems Accountant and 1657 Senior Systems Accountant). (Civil Service Commission) (companion measure to File 101-89-120)

ACTION: RECOMMENDED.

7. File 94-90-7. [Grant - State Funds] Resolution authorizing the Public Utilities Commission to apply for, accept and expend \$51,858,695 from 1990-91 State Transit Capital Improvement Funds and \$51,858,695 from local match funds such as State Transit Assistance Funds and/or Bridge Toll Net Revenues and/or Hetch Hetchy Revenues and/or Bay Area Rapid Transit District Funds and/or Transit Impact Development Fees and/or Transportation Sales Tax Revenues and/or San Francisco Municipal Railway Improvement Corporation Funds to provide financing for eleven Municipal Railway Guideway Projects. (Public Utilities Commission)

ACTION: AMENDED TO PLACE IN RESERVE \$2,934,000 FOR DESIGN SERVICES AGREEMENTS ASSOCIATED WITH THE METRO EAST LIGHT RAIL VEHICLE FACILITY. NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE PUBLIC UTILITIES COMMISSION TO APPLY FOR, ACCEPT AND EXPEND \$51,858,695 FROM 1990-91 STATE TRANSIT CAPITAL IMPROVEMENT FUNDS AND \$51,858,695 FROM LOCAL MATCH FUNDS SUCH AS STATE TRANSIT ASSISTANCE FUNDS AND/OR BRIDGE TOLL NET REVENUES AND/OR HETCH HETCHY REVENUES AND/OR BAY AREA RAPID TRANSIT DISTRICT FUNDS AND/OR TRANSIT IMPACT DEVELOPMENT FEES AND/OR TRANSPORTATION SALES TAX REVENUES AND/OR SAN FRANCISCO MUNICIPAL RAILWAY IMPROVEMENT CORPORATION FUNDS TO PROVIDE FINANCING FOR ELEVEN MUNICIPAL RAILWAY GUIDEWAY PROJECTS; PLACING \$2,934,000 IN RESERVE." RECOMMENDED AS AMENDED.

8. File 172-90-5. [Service Contract] Resolution authorizing the City and County of San Francisco to enter into an agreement with the County of Los Angeles for the transportation of prisoners. (Police Commission)

ACTION: RECOMMENDED.

9. File 282-89-1. Hearing to consider a uniform policy for imposition of user fees by all City agencies and departments. (Supervisor Gonzalez)

(Continued from 4/18/90)

ACTION: CONTINUED TO 5/16/90.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 MARKET STREET, SUITE 1025

SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

April 25, 1990

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst

APR 26 1990

SUBJECT: April 25, 1990 Finance Committee Meeting

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 - File 100-89-23

1. This item is a hearing to consider the year-end 1989-90 budget review for the following departments and programs:

Recreation and Park Excluding Latch-Key and After-School Programs
Mayor's Office of Public Safety
Police Department Excluding Children and Youth Specific Programs
and Parking Control
Sheriff
Superior Court
Municipal Court (Excluding Traffic and Parking)
Public Health: Forensics Only
Adult Probation
Public Defender
District Attorney

2. As requested, the Budget Analyst has prepared specific information for each department to be reviewed. Based on detailed expenditure and revenue reports provided by the Controller's Office, the Budget Analyst has compiled revised revenue budgets as of February 16, 1990 and revised expenditure budgets as of January 31, 1990 for each department. The revised revenue and expenditure budgets are compared to the current revenue and expenditure projections such that the difference, or the net variance, can be determined. A positive amount reflects a favorable revenue projection and a negative amount reflects an unfavorable projection.

3. New position information is provided based upon (a) the number of new positions authorized in the fiscal year 1989-90 budget and (b) any supplemental appropriations to date that have authorized new positions. The actual number of positions filled for each department is identified. Any difference between the number of positions authorized and the number of positions filled would reflect the number of vacant positions.

4. The amount of total grant funds for each department is not readily available. The budget analyst is in the process of identifying and summarizing departmental grant data for inclusion in reports to the Finance Committee during the June budget review process.

5. The Budget Analyst has provided a summary of the total amount of supplemental appropriations that have been approved by the Board of Supervisors for these departments thus far in fiscal year 1989-90.

6. As previously reported with regard to the questions as to how the Board of Supervisors might structure and/or require regular and routine evaluation of City programs and functions, the Board of Supervisors could structure and/or require regular and routine evaluation of City programs and functions through a formalized system of program and function reviews. Such program and function reviews could involve a scheduled department by department, program by program and function by function evaluation. These reviews would include evaluations in order to insure that such programs and functions are achieving the goals established by the Board of Supervisors at the time of funding.

**RECREATION AND PARK
EXCLUDING LATCH-KEY AND AFTER-SCHOOL PROGRAMS**

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$40,627,511	\$40,387,022	\$(240,489)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$68,518,945	\$68,169,945	\$349,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	28
Supplemental Appropriations	-0-
Total Departmental Positions	930
Departmental Positions Filled	868

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
San Francisco County Fair - Flower Show for FY 1989-90	\$41,100	\$41,100

MAYOR'S OFFICE OF PUBLIC SAFETY

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$482,931	\$482,931*	-0-

* Grant funding included.

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$621,582	\$621,582	-0-

* Grant funding included.

NEW POSITIONS

Fiscal Year 1989-90 Budget	(1)
Supplemental Appropriations	-0-
Total Departmental Positions	14
Departmental Positions Filled	12

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

**POLICE DEPARTMENT
EXCLUDING CHILDREN AND YOUTH SPECIFIC PROGRAMS AND
PARKING CONTROL**

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$584,446	\$551,200	\$(33,246)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$178,349,765	\$177,016,765	\$1,333,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	(2)
Supplemental Appropriations	-0-
Total Departmental Positions	2,465
Departmental Positions Filled	2,243

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Narcotics Enforcement Task Force	\$582,605	\$482,605
Federal Narcotics Forfeiture and Seizures, Local Share Grant Match	36,000	36,000
Property rental for Temporary Storage of Confiscated Vehicles	12,000	12,000
PAL-Boxing Program, Officer Overtime	23,150	23,150
PAL - Recreation Program	19,000	19,000
Purchase of Intoxilizers	65,600	63,990
Salary Standardization	<u>11,523,597</u>	<u>11,523,597</u>
Total	\$12,261,952	\$12,160,342

**BOARD OF SUPERVISORS
BUDGET ANALYST**

SHERIFF

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$2,319,790	\$1,651,588	(\$668,202)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$30,311,000	\$30,696,000*	(\$385,000)

* Includes an estimated \$220,000 in earthquake recoverable expenditures.

NEW POSITIONS

Fiscal Year 1989-90 Budget	2
Supplemental Appropriations	7
Total Departmental Positions	531
Departmental Positions Filled	499

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Three New Positions for Court Security & Process	\$71,893	\$71,893
Four New Deputy Positions and Equipment	<u>64,850</u>	<u>64,850</u>
Total	\$136,743	\$136,743

BOARD OF SUPERVISORS
BUDGET ANALYST

SUPERIOR COURT

REVENUES

	REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
* State Trial Court Funding allocations are not included.	\$4,034,960*	\$4,192,767*	\$157,807

EXPENDITURES

	REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Includes Juvenile Court expenditures involving unfavorable variance of \$292,533.	\$14,472,000	\$14,972,000	(\$500,000)

NEW POSITIONS

Fiscal Year 1989-90 Budget	14
Supplemental Appropriations	-0-
Total Departmental Positions	153
Departmental Positions Filled	147

SUPPLEMENTAL APPROPRIATIONS

REQUESTED BY DEPARTMENT	APPROVED BY BOARD
-0-	-0-

BOARD OF SUPERVISORS
BUDGET ANALYST

**MUNICIPAL COURT
EXCLUDING TRAFFIC AND PARKING**

REVENUES *

	REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
	\$1,951,000*	\$2,056,483*	\$105,483
* State Trial Court Funding allocations are not included.			

EXPENDITURES

	REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
	\$12,404,015	\$12,206,065	\$197,950

NEW POSITIONS

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	-0-
Total Departmental Positions	191
Departmental Positions Filled	190

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Salary range adjustments for twenty judges and three traffic referees.	\$37,148	\$37,148

**BOARD OF SUPERVISORS
BUDGET ANALYST**

PUBLIC HEALTH: FORENSICS ONLY

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$4,967,183	\$4,867,183	\$(100,000)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$11,375,812	\$11,813,459	\$(437,647)

NEW POSITIONS

Fiscal Year 1989-90 Budget	(18)
Supplemental Appropriations	12
Total Departmental Positions	146
Departmental Positions Filled	130

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Twelve positions for expanded facility operations at San Bruno Jail Number 4	\$493,789	\$493,789

BOARD OF SUPERVISORS
BUDGET ANALYST

ADULT PROBATION

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$752,000	\$793,924	\$41,924

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$5,684,000	\$5,649,000	\$35,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	(1)
Supplemental Appropriations	-0-
Total Departmental Positions	113
Departmental Positions Filled	110

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Immediate filling of a Senior Probation Officer position	\$8,620	\$4,495
Overtime Costs	<u>49,098</u>	<u>49,098</u>
Total	\$57,718	\$53,593

BOARD OF SUPERVISORS
BUDGET ANALYST

PUBLIC DEFENDER

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$25,000	-0-	(\$25,000)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$7,797,000	\$7,764,000	\$33,000

NEW POSITIONS

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	-0-
Total Departmental Positions	102
Departmental Positions Filled	97

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Jail Overcrowding	\$75,000	\$75,000

BOARD OF SUPERVISORS
BUDGET ANALYST

DISTRICT ATTORNEY

REVENUES

REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$6,952,645	\$6,689,416	(\$263,229)

EXPENDITURES

REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
\$20,454,000	\$21,349,000	(\$895,000)

NEW POSITIONS

Fiscal Year 1989-90 Budget	(22)
Supplemental Appropriations	1
Total Departmental Positions	326
Departmental Positions Filled	296

SUPPLEMENTAL APPROPRIATIONS

	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Law Office Manager position, Career Criminal Prosecution Project and other operating expenditures	\$456,000	\$312,540

BOARD OF SUPERVISORS
BUDGET ANALYST

SUMMARY TABLES

REVENUES

DEPARTMENT	REVISED REVENUE BUDGET	CURRENT REVENUE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Recreation and Park Excluding Latch-Key and After-School Programs	\$40,627,511	\$40,387,022	\$(240,489)
Mayor's Office of Public Safety	482,931	482,931	-0-
Police Department Excluding Children and Youth Specific Programs and Parking Control	584,446	551,200	(33,246)
Sheriff	2,319,790	1,651,588	(668,202)
Superior Court	4,034,960	4,192,767	157,807
Municipal Court Excluding Traffic and Parking	1,951,000	2,056,483	105,483
Public Health: Forensics Only	4,967,183	4,867,183	(100,000)
Adult Probation	752,000	793,924	41,924
Public Defender	25,000	-0-	(25,000)
District Attorney	6,952,645	6,689,416	(263,229)

EXPENDITURES

DEPARTMENT	REVISED EXPENDITURE BUDGET	CURRENT EXPENDITURE PROJECTION	NET VARIANCE FAVORABLE (UNFAVORABLE)
Recreation and Park Excluding Latch-Key and After-School Programs	\$68,518,945	\$68,169,945	\$349,000
Mayor's Office of Public Safety	621,582	621,582	-0-
Police Department Excluding Children and Youth Specific Programs and Parking Control	178,349,765	177,016,765	1,333,000
Sheriff	30,311,000	30,696,000	(385,000)
Superior Court	14,472,000	14,972,000	(500,000)
Municipal Court Excluding Traffic and Parking	12,404,015	12,206,065	197,950
Public Health: Forensics Only	11,375,812	11,813,459	(437,647)
Adult Probation	5,684,000	5,649,000	35,000
Public Defender	7,797,000	7,764,000	33,000
District Attorney	20,454,000	21,349,000	(895,0000)

NEW POSITIONS

Recreation and Park Excluding Latch-Key and After-School Programs

Fiscal Year 1989-90 Budget	28
Supplemental Appropriations	-0-
Total Departmental Positions	930
Departmental Positions Filled	868

Mayor's Office of Public Safety

Fiscal Year 1989-90 Budget	(1)
Supplemental Appropriations	-0-
Total Departmental Positions	14
Departmental Positions Filled	12

Police Department Excluding Children and Youth Specific Programs and Parking Control

Fiscal Year 1989-90 Budget	(2)
Supplemental Appropriations	-0-
Total Departmental Positions	2,465
Departmental Positions Filled	2,243

Sheriff

Fiscal Year 1989-90 Budget	2
Supplemental Appropriations	7
Total Departmental Positions	531
Departmental Positions Filled	499

Superior Court

Fiscal Year 1989-90 Budget	14
Supplemental Appropriations	-0-
Total Departmental Positions	153
Departmental Positions Filled	147

Municipal Court Excluding Traffic & Parking

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	-0-
Total Departmental Positions	191
Departmental Positions Filled	190

Public Health: Forensics Only

Fiscal Year 1989-90 Budget	(18)
Supplemental Appropriations	12
Total Departmental Positions	146
Departmental Positions Filled	130

BOARD OF SUPERVISORS
BUDGET ANALYST

NEW POSITIONS (CONTINUED)

Adult Probation

Fiscal Year 1989-90 Budget	(1)
Supplemental Appropriations	-0-
Total Departmental Positions	113
Departmental Positions Filled	110

Public Defender

Fiscal Year 1989-90 Budget	-0-
Supplemental Appropriations	-0-
Total Departmental Positions	102
Departmental Positions Filled	97

District Attorney

Fiscal Year 1989-90 Budget	(22)
Supplemental Appropriations	1
Total Departmental Positions	326
Departmental Positions Filled	296

SUPPLEMENTAL APPROPRIATIONS

DEPARTMENT	REQUESTED BY DEPARTMENT	APPROVED BY BOARD
Recreation and Park Excluding Latch-Key and After-School Programs	\$41,100	\$41,100
Mayor's Office of Public Safety	-0-	-0-
Police Department Excluding Children and Youth Specific Programs and Parking Control	12,261,952	12,160,342
Sheriff	136,743	136,743
Superior Court	-0-	-0-
Municipal Court Excluding Traffic and Parking	37,148	37,148
Public Health: Forensics Only	493,789	493,789
Adult Probation	57,718	53,593
Public Defender	75,000	75,000
District Attorney	456,000	312,540

Item 2a - File 25-90-7

Department: San Francisco Fire Department

Proposed Action: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Computer Specialist Services (Electronic Firefighting Command and Control System).

Description: The Controller has determined that contracting for these computer specialist services in fiscal year 1990-91 would result in estimated savings as follows:

	Lowest Salary <u>Step</u>	Highest Salary <u>Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$34,449	\$41,866
Fringe Benefits	<u>9,367</u>	<u>10,488</u>
Total	\$43,816	\$52,354
 <u>Contracted Service Cost</u>	 <u>43,200</u>	 <u>43,200</u>
 <u>Estimated Savings</u>	 \$616	 \$9,154

Comments:

1. Computer specialist services were first certified as required by Charter Section 8.300-1 in 1978 and have been provided by an outside contractor since 1972.
2. The current one-year contract, which expires June 30, 1990, is with Michael J. Taylor. The Contracted Service Cost used for the purpose of this analysis is an informal bid from the current contractor.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIREDepartment FireContract Services Michael Taylor - Computer Data ManagerFor the term starting approximately 07-01-90 through 06-30-91

1) Who performed services prior to contracting out?

Services were not required prior to installation of Computer Assisted Dispatch System.

2) Number of City employees laid off as a result of contracting out?

None

3) Explain disposition of employees if they were not laid off.

Services were never provided by City employees.

4) What percent of a City employee's time is spent on services to be contracted out?

None

5) How long have the services been contracted out?

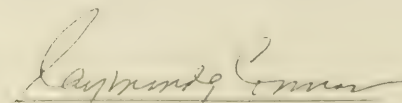
1972

6) When was the first fiscal year for a Proposition J certification?

1978

7) How will contract services meet the goals of your MBE/WBE Action Plan?

Contractor is neither an MBE nor a WBE.


Department Representative

861-8000 x 307

Telephone

Item 2b - File 25-90-8

Department: Department of Social Services (DSS)

Proposed Action: Resolution concurring with Controller's Certification of Costs required by Charter Section 8.300-1 (Proposition J) that certain services can continue to be practically performed by a private contractor for a lower cost than similar work performed by City employees.

Services to be Performed: Security Guard services at 150 and 170 Otis Street, and 1440 Harrison Street Facilities.

Description: The Controller has determined that contracting for these security guard services in fiscal year 1990-91 would result in estimated savings as follows:

	<u>Lowest Salary Step</u>	<u>Highest Salary Step</u>
<u>City Operated Service Costs</u>		
Salaries	\$628,093	\$762,347
Fringe Benefits	188,977	219,520
Operating Expenses	<u>20,000</u>	<u>20,000</u>
Total	\$837,070	\$1,001,867
<u>Contracted Service Cost</u>	<u>588,426</u>	<u>588,426</u>
<u>Estimated Savings</u>	\$248,644	\$413,441

Comments:

1. Security guard services were first certified as required by Charter Section 8.3001-1 in 1978 and have been provided by an outside contractor since 1971.
2. The current one-year contract, which expires August 31, 1990, is with Burns International Security Services. The Contracted Service Costs used for purposes of this analysis are the projected costs submitted by Burns International Security Services for the period of September 1, 1990 through August 31, 1991.
3. The Controller's supplemental questionnaire with the Department's responses, including the MBE/WBE status of this contract, is attached.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

CHARTER 8.300-1 (Proposition J) QUESTIONNAIRE

Department SOCIAL SERVICES 45

Contract Services SECURITY SERVICES

For the term starting approximately 09-01-90 through 08-31-91

- 1) Who performed services prior to contracting out?

It was contracted out since the service was established.

- 2) Number of City employees laid off as a result of contracting out?

None

- 3) Explain disposition of employees if they were not laid off.

N/A

- 4) What percent of a City employee's time is spent on services to be contracted out?

None

- 5) How long have the services been contracted out?

19 years

- 6) When was the first fiscal year for a Proposition J certification?

1978

- 7) How will contract services meet the goals of your MBE/WBE Action Plan?

It will conform with the plan.


ROSE CHOW, MANAGEMENT ASSISTANT
Department Representative

557-5404

Telephone

Item 2c - File 30-90-4

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health to enter into an agreement with the State of California, Department of Rehabilitation.

Amount: \$44,235

Program: Vocational Rehabilitation Services

Agreement Period: July 1, 1989 through June 30, 1990

Description: Under the proposed agreement between the City and the State Department of Rehabilitation (DOR), the State DOR provides vocational rehabilitation services including referral and counseling services to residents of San Francisco who are alcohol abusers involved in alcohol treatment programs funded by CSAS. The State Department of Alcohol and Drug Programs (ADP) mandates that these services be provided to San Francisco residents that are identified by CSAS as recovering alcoholics.

The total cost of the vocational rehabilitation services is \$201,068. Of the \$201, 068, the State DOR funds 78% (\$156,833). The balance of \$44,235, which is the subject of the proposed resolution, includes a \$40,479 grant from ADP and \$3,756 required as a City match to the State ADP grant. Funding for the total cost of the vocational rehabilitation services is outlined below:

	<u>Amount</u>	<u>Percentage</u>
State Department of Alcohol and Drug Programs (ADP) grant to the City	\$40,479	20
Required City's Match to State ADP grant	<u>3,756</u>	<u>2</u>
Subtotal (this request)	\$44,235	22
State Department of Rehabilitation Funding	<u>156,833</u>	<u>78</u>
Total Program Cost	<u>\$201,068</u>	<u>100</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Program Budget:	Personnel (2.94 FTE)	\$114,168
	Operating Expenses	70,085
	Overhead	<u>16,815</u>
	Total	\$201,068

As previously noted, this \$201,068 is to be administered and expended entirely by the State Department of Rehabilitation for the provision of vocational rehabilitation services provided to San Francisco residents.

**No. of Persons
To Be Served:**

301 unduplicated clients

Comments:

1. On March 5, 1990 the Board of Supervisors adopted legislation (File 146-90-17) authorizing DPH to accept and expend the State Department (ADP) of Alcohol and Drug Programs grant in the amount of \$40,479 which, as noted above, would be used to partially fund the vocational rehabilitation program services.

2. Mr. Michael Hart of DPH reports that this request to enter into the proposed agreement, which is effective as of July 1, 1989, is submitted at this time because the Department experienced administrative delays in the processing of the previously approved ADP grant.

Recommendation:

Approve the proposed resolution.

Item 2d - File 61-90-1

1. The proposed resolution would extend the period of time for the Department of Public Works to award a contract for the California Palace of the Legion of Honor Window Replacement (Job No. 4808AR). Section 6.1 of the Administrative Code stipulates that award of contracts over \$50,000 must be made within 30 days after the receipt of bids unless the time for the award is extended by resolution of the Board of Supervisors.

2. The Board of Supervisors has previously approved the transfer of approximately \$60,000 from Fine Arts Museums Capital Improvement Project funds to the Department of Public Works (DPW), who is managing the California Palace of the Legion of Honor Window Replacement project. According to the DPW, bids were received for that replacement project on January 31, 1990, and award of the contract should have been made by March 2, 1990, in accordance with Section 6.1 of the Administrative Code. The DPW reports that the DPW has been unable to award the contract due to the need for additional time to transfer additional Capital Improvement Project funds from the Fine Arts Museums. According to Mr. Gene Wong of the DPW Bureau of Architecture, the DPW had originally estimated a cost of approximately \$60,000 for the replacement of the windows. However, after bidding out the project twice, the DPW was unable to award the contract of \$128,266 due to the lack of budgeted funds. The Fine Arts Museums is prepared to transfer additional Capital Improvement Project funds to the DPW to permit the DPW to complete the window replacement project.

According to Mr. Ed Derdak of DPW Contracts Administration, the transfer of the Fine Arts Museums Capital Improvement Project funds to DPW for the window replacement project will be done with a journal voucher transfer which does not require Board of Supervisors approval. The Bureau of Architecture is requesting that the time for awarding the contract be extended to April 30, 1990 in order to complete the journal voucher transfer.

Comments

1. Based on a low bid of \$128,266, the contract is to be awarded to Echo West, Inc., which, according to the Human Rights Commission, is not currently certified as a minority business enterprise (MBE) because they do not qualify as an MBE under the 1989 MBE/WBE Ordinance. Mr. Wong indicates that Echo West has agreed to hold the price of \$128,266 until April 30, 1990.

2. Mr. Wong indicates that the project costs are higher than originally estimated because the Legion of Honor has requested an upgraded window system which will protect the art work contained in the building from ultra-violet rays. Mr. Wong reports that the windows are in the roof of the building.

Recommendation

Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 2e - File 146-90-24

Department: Department of Public Health (DPH),
Central Administration

Item: Resolution authorizing the Department of Public Health to
apply for, accept and expend a continuation Federal grant.

Amount: \$31,701

Source of Grant: Federal Section 314(d) Health Incentive Grant Funds through
the California Department of Health Services.

Grant Period: October 1, 1989 through September 30, 1990

Description: The proposed Federal grant funds are discretionary funds
which are used by DPH to provide for health education
materials and supplies, travel and training costs for DPH
administration and technical staff.

Grant Budget: DPH Administrative and Support Services
Travel, conference and training
funds for the Director of Health and other
central administrative and professional
staff to attend preventive health related
conferences and training sessions held in
and out of the State. \$17,830

Public Health Related Services
Funds for preventive health training
and workshops for staff in the following
programs: emergency medical services,
AIDS, medically indigent adult,
hazardous waste and public health
centers. 4,831

Public Health Field Services
Home health care training for staff in
the following programs: home health
care, senior services, family health,
disease control, dental, environmental
health and health education. 7,455

Indirect Costs 1,585

Total \$31,701

BOARD OF SUPERVISORS
BUDGET ANALYST

Local Match: None

- Comments:**
1. The \$31,701 Federal grant amount represents a decrease of \$4,728 or 13% from the \$36,429 received for 1988-89.
 2. Ms. Geri Brown of DPH reports that this request to apply for, accept and expend this grant, which has a grant period of October 1, 1989 through September 30, 1990, is being submitted at this time, because the State did not notify DPH of the level of funding available for this 314(d) Health Incentive Grant award until January of 1990.
 3. Attachment 1 is the "Health Commission - Summary of Grant Request" prepared by DPH for this Federal Grant.
 4. Attachment 2 is the detailed grant budget provided by DPH for the projected 1989-90 expenditures for travel, training and conferences for the Department's administrative and technical staff.

Recommendation: Approve the proposed resolution.

Item No. _____ **Health Commission - Summary of Grant Request**

Rev. 4/10/90

Grantor State Dept. of Health Services
 Contact Person Glenn Takeoka
 Address 714/744 P Street
Sacramento, CA 95814
 Amount Requested \$ 31,701
 Term: From 10/1/89 To 9/30/90
 Health Commission 3/20/90

Division Central Administration
 Section _____
 Contact Person David Werdegard, MD, MPH
 Telephone 554-2600
 Application Deadline N/A - not required
 Notification Expected Received

Board of Supervisors: Finance Committee _____
 Full Board _____

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) allocation (augmentation to a) (grant) in the amount of \$ 31,701 from the period of 10/1/89 to 9/30/90 to provide travel, training and support materials for administrative and technical staff. ~~XXXXXX~~

Summary: (Context/history; need addressed; number + groups served; services and providers)

The Federal Preventive Health and Health Services Block Grant began in 1979. Funds have been distributed to each local health jurisdiction to meet costs of providing comprehensive public health services. One of the major objectives of the Health Incentive Program has been to maintain discretionary funding whereby local jurisdictions are able to determine which local projects will receive support.

II. Outcomes/Objectives:

Grant funds are used for staff who do not provide direct services to clients to attend seminars, conferences and meetings to obtain updates, information and training in their related fields.

III. Effects of Reduction or Termination of These Funds:

Administrative and technical staff would not be able to participate in information exchange and training in their related fields.

IV. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	\$33,528	\$36,429	\$31,701	-\$4,728	-0-	
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Utilities/Space						
Other	31,852	34,608	30,116			
Indirect Costs	1,676	1,821	1,585	-236		

V. Data Processing

(costs included above)

VI. Personnel

FT CSC				
PT CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

VII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

314D STATE PREVENTIVE HEALTH GRANT BUDGET

The 314d State Preventive Health Grant is an allocation of Block grant funds. This allocation is based on each counties percentage of AB8 Public Health Net County costs. See the attached allocation distribution.

Budget Total \$31,701

ADMINISTRATIVE AND OTHER SUPPORTIVE SERVICES \$17,830

Twelve staff including Director of Health to attend and present papers at American Public Health conference in New York

Airfare 12 x \$565 = 6,780

Director and staff to attend AIDS international meeting in San Francisco

Conference Fee 10 x \$475 = 4,750

Director or his designee to attend various meetings, seminars and conferences in various locations relating to Public Health issues, eg: Prop 99 - AB75 Implementation, Association of Health Services, Calif. Public Health Assoc., National Association of Public Health, HEW meetings, AIDS Minority Conference, California Conference of Local Nursing Directors.

20 x \$225 = 4,500

Meetings and seminars throughout State of California for various support staff, eg: planners, affirmative action.

15 x \$120 = 1,800

PUBLIC HEALTH FIELD SERVICE \$7,455

Staff of Nursing, Home Health Care Services, Senior Services and Family Health to attend training courses regarding current issues in nursing care for aging and homeless, education and information in home health care, issues dealing with crack cocaine in pregnant women, nutrition and dementia in our senior population.

12 x \$385 = 4,620

Health Education staff to attend Health Promotion conference.

2 x \$150 = 300

Environmental Health staff training regarding water, industrial hygiene, service sanitation and food.

9 x \$145 = 1,305

Disease Control staff to attend training sessions regarding current updates on Epstein-Barr syndrome findings and human resources training.

3 x \$210 = 630

Staff of Dental Health to be presenters and attend workshop of American Public Health Dental Association.

2 x \$300 = 600

OTHER PUBLIC HEALTH RELATED SERVICES

\$4,831

Planning staff to attend workshops on grant writing, funding and availability.

2 x \$250 = 500

Staff of Hazardous Materials and Toxics departments to attend workshops on asbestos abatement and haz mat laws.

4 x \$220 = 880

EMS and Health Centers staff to attend workshops on delivery of services.

6 x \$345 = 2,070

AIDS staff to attend workshops on latest developments in research methodology, prevention and education.

3 x \$325 = 975

MIA employee to attend workshops on assessment of the homeless.

2 x \$238 = 406

INDIRECT COSTS OF 5%

\$1,585

It is important to remember that these funds do not expire during the grant term, if the funds are not expended we are able to use them in subsequent years until account is exhausted.

Item 2f - File 101-89-104.1

Department: Registrar of Voters

Proposed Action: Release of reserved funds previously approved for City election-related cost increases. The funds were reserved pending the submission of estimates of the number of absentee ballots requests needed to be processed, the number of initiative signatures to be counted and the actual length of the voter information pamphlet.

Amount: \$42,420

Source of Funds: General Fund - General Reserve

Description: On April 9, 1990, the Board of Supervisors approved a supplemental appropriation of \$370,700 for City election-related cost increases previously incurred for the November 1989 election, for projected City election-related cost increases for the June 1990 election and to purchase computer equipment to increase election efficiency. Of the \$370,700 appropriated, a total of \$47,270 was placed on reserve (\$32,470 Temporary Salaries and \$14,800 Other Services) pending the the Registrar of Voters' submission of information regarding the June 1990 election, including estimates of the number of absentee ballots requests needed to be processed, the number of initiative signatures to be counted and the actual length of the voter information pamphlet.

The Registrar of Voters is now requesting a release of \$42,420 of the \$47,270 in previously reserved funds, as follows:

Temporary Salaries

Absentee Ballot Request	\$20,720
-------------------------	----------

Based on an estimated 400,000 registered voters, a projected 62.5 percent voter turnout rate and 30 percent absentee voters, the Registrar estimates that approximately 75,000 voters will be requesting absentee ballots in the June, 1990 election. In the Budget Analyst report to the Finance Committee meeting of March 28, 1990, the Budget Analyst reported that the reserved funds for Absentee Ballots could be released at a rate of \$1.962 for each absentee ballot request above 64,140, but not to exceed a total of 74,700 ballots or \$20,720. Since the Registrar's estimate of 75,000 exceeds the

BOARD OF SUPERVISORS
BUDGET ANALYST

maximum number of 74,700, the Registrar is requesting release of the entire \$20,720.

Ms. Germaine Wong, Registrar of Voters, indicates that the additional funds needed to cover the difference of 75,000 projected absentee ballots and the maximum available funding for 74,700 (difference of 300 ballots x \$1.962 per ballot = \$589) will be absorbed within the Registrar's existing FY 1989-90 budget and will not require an additional supplemental appropriation.

Initiative Signature Verifications \$6,900

Based on early indications of the number of initiatives to be submitted, the need to conduct a full signature count for one of the initiatives and the number of candidates that will submit signatures, the Registrar estimates that a total of 562,500 signatures will need to be verified for the June, 1990 election. In the Budget Analyst report to the Finance Committee meeting of March 28, 1990, the Budget Analyst reported that the reserved funds for initiative signature verification could be requested for release at the rate of \$0.092 for each signature above 487,500, not to exceed a maximum of 615,000 signatures or \$11,750. Therefore, the Registrar is now requesting the release of \$6,900 for the estimated 75,000 signatures (at \$0.092 each) above 487,500.

Subtotal Temporary Salaries \$27,620

Other Services

Voter Information Pamphlet 14,800

The Registrar indicates that the Voter Information Pamphlet for the June, 1990 ballot will involve 38 versions of a 132-page pamphlet. Ms. Wong reports that the 38 versions are required because different districts will have different versions and that a total of 200 pages will be involved in assembling the 38 versions of the 132-page pamphlet. In addition, the Registrar will require 450,000 copies of the pamphlet. In the Budget Analyst report to the Finance Committee meeting of March 28, 1990, the Budget Analyst reported that the Registrar had originally estimated the need for 425,000 copies of

BOARD OF SUPERVISORS
BUDGET ANALYST

one version of a 188-page pamphlet, and that the reserved funds could be requested for release at the rate of \$925 for each page above 172 pages for 425,000 copies, not to exceed a maximum of 188 pages or \$14,800.

Ms. Wong indicates that although the pamphlet will involve fewer pages per pamphlet than originally estimated, the need for 38 versions and 450,000 copies rather than 425,000 copies requires higher printing costs and therefore requests the release of the entire \$14,800. As of the writing of this report, Ms. Wong is unable to provide detailed information regarding the printing costs under the new configuration. The original budget for the June 1990 voter information pamphlet was \$376,000 for 425,000 copies of a 172-page pamphlet (one version).

Total Requested Release of Reserved Funds	\$42,420
---	----------

Recommendation: Release \$20,720 for Absentee Ballot Requests and \$6,900 for Signature Verifications, but not \$14,800 for Voter Information Pamphlet pending the receipt of detailed printing costs.

Item 3 - File 101-89-105.1

Note: This item was continued from the March 28, 1990 Finance Committee meeting.

Department: District Attorney (DA)

Items: Supplemental Appropriation Ordinance to increase the District Attorney's 1989-90 budgets for permanent salaries, temporary salaries and fringe benefits.

Amount: \$137,994

Source of Funds: General Fund - General Reserve

Description: The proposed supplemental appropriation ordinance would increase the DA's 1989-90 budget as follows:

Permanent Salaries - Miscellaneous	\$85,311
Temporary Salaries (three attorneys)	33,361
Mandatory Fringe Benefits	<u>19,322</u>
Total Proposed Supplemental Appropriation	\$137,994

The 1989-90 budget for Permanent Salaries, as recommended by the Mayor, for the Criminal and Civil Prosecution Division included a reduction of three funded but vacant Attorney and five funded but vacant Investigator positions. The District Attorney kept these eight positions vacant in prior years in order to meet salary savings budget requirements because of a lack of normal attrition that would have resulted in salary savings. These eight vacant positions were deleted, according to the Mayor's Office, as part of the Mayor's budget deficit reduction plan resulting in a reduction in the DA's Permanent Salaries budget without a corresponding decrease in the salary savings budget. The Mayor's Office assumed that the salary savings requirements could be met without requiring layoffs because savings in other areas of the District Attorney's 1989-90 budget could be transferred to the salary account to provide the funding necessary to pay existing staff that otherwise would have to be laid off to meet the 1989-90 salary savings budget requirement. However, the anticipated savings in other areas have not occurred and the District Attorney needs supplemental Permanent

BOARD OF SUPERVISORS
BUDGET ANALYST

Salaries funding in the amount of \$85,311 to maintain current staff levels. Current expenditure data (the original supplemental request was submitted several months ago) justifies the need for additional Permanent Salaries funding of \$85,741 as follows:

Actual Expenditures through 3/16/90	\$6,698,921
Projected Expenditures 3/17/90 to 6/30/90	<u>2,735,398</u>
Total 1989-90 Estimated Expenditures	\$9,434,319
1989-90 Budget	<u>9,348,578</u>
Projected Budgetary Shortfall	\$ 85,741

The minor difference of \$430 (\$85,741 less the \$85,311 requested for permanent salaries) between the projected shortfall computed when the proposed supplemental appropriation was originally requested and this more current computation will be absorbed by the Department.

The proposed supplemental appropriation also includes a request for \$33,361 to increase the 1989-90 Temporary Salary account to temporarily replace three attorneys by April 9, 1990. Two of the absent attorneys are on maternity leave and one attorney is absent due to an extended illness.

Comments:

1. On March 28, 1990, an initial supplemental appropriation for \$456,000 for the DA's Office was presented to the Finance Committee. The Finance Committee severed and continued the proposed \$137,994 supplemental appropriation and approved the balance of the requested appropriation for the DA's office.

2. The earliest the proposed supplemental appropriation ordinance could finally be approved is May 7, 1990. Therefore, the earliest the three temporary attorney positions could be hired is May 7, 1990, which would require a lesser amount of funding than the \$33,361 requested. The actual amount needed for the period from May 7 through June 30, 1990, is \$22,241.

Recommendation:

Amend the proposed supplemental appropriation ordinance to reduce the request for Temporary Salaries by \$11,120 from \$33,361 to \$22,241, and approve the proposed supplemental appropriation ordinance as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 4 - File 97-90-17

1. The proposed ordinance would amend the Administrative Code by adding Section 10.39-1.1 to Chapter 10, Article V, authorizing the Director of the Bureau of Delinquent Revenue Collection to enter into contracts to recover funds to which the City is entitled. The authority to enter into such contracts would be subject to the approval of the Tax Collector and Treasurer and determination by the Director of the Bureau that no other practical means for recovering the funds exists. The payment of any fee or costs to the contractor for recovering the funds would be paid out of the funds actually recovered by the contractor.

2. Mr. William Quong of the Bureau of Delinquent Revenue reports that, in recent years, various City departments, such as the Tax Collector and the San Francisco General Hospital, have been contacted by various property locator companies who have indicated that they have specific knowledge regarding the identity of funds that are due and owed to the City. These companies have offered to locate and obtain the funds on behalf of the City for a fee. Mr. Quong states that oftentimes, the company will not disclose the identity of the holder of funds owed to the City without a City contract to pay for the services. Mr. Quong states that no department currently has the authority to enter into a contract with these types of property locator companies for the purposes of obtaining funds owed to the City, and therefore, these funds remain unclaimed. The proposed ordinance would authorize the Bureau of Delinquent Revenue, as the coordinating City department, to contract with property locator companies in order to recover funds owed to the City.

3. Mr. Quong reports that the revenues to be collected by the proposed contractors might otherwise be lost to the City, or would cost more to recover if performed by the City. Mr. Quong states that the amount of net revenues that might be recovered annually through the proposed type of contract is indeterminable.

Comments

1. Mr. Thad Brown, Tax Collector, states that the Tax Collector does not intend to use the proposed authority to pay private companies a fee for duplicating services that are already being performed by Tax Collector employees. Mr. Brown indicates that this type of service would only be used in extraordinary situations when the normal collection procedures have proven ineffective. The Tax Collector supports the proposed method of obtaining the additional revenues for the City.

2. Mr. Quong states that the administrative costs to the City for the proposed services would be negligible. As noted above, the fee to the contractor would be paid out of funds actually recovered by the contractor.

Recommendation

Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Items 5 and 6 - Files 101-89-120 and 102-89-44

Department: Controller

Items: Supplemental Appropriation Ordinance reappropriating funds to Controller - Financial Systems Division for permanent salaries and mandatory fringe benefits for the transfer of two positions from the Controller - Information Services Division (File 101-89-120).

Annual Salary Ordinance amendment reflecting the addition of two positions and the deletion of two positions (File 102-89-44).

Amount: \$23,440

Source of Funds: Controller - Financial Systems Division
Services of Other Departments \$23,440

Description: The Controller's Financial Systems Division requires two positions to provide support services for its Financial Control System and is currently purchasing the services of the two Programmer Analyst positions from the Controller's Information Services Division. However, the Controller is proposing to transfer functions within the Department by deleting the two existing Programmer Analyst positions in the Information Services Division and adding two permanent Systems Accountant positions to the Financial Systems Division.

The proposed amendment to the 1989-90 Annual Salary Ordinance (File 102-89-44) would create two positions in the Controller's Financial Systems Division and delete two positions from the Controller's Information Services Division. The proposed amendment, which will be reviewed at a future meeting of the Civil Service Commission, is as follows:

<u>Action</u>	<u>No.</u>	<u>Classification</u>	1989-90 Biweekly <u>Salary</u>	Top Step Annual <u>Salary</u>
<u>Controller - Financial Systems Division</u>				
Create	1	1655 Systems Accountant	\$1,499-\$1,818	\$47,268
Create	1	1657 Sr. Systems Accountant	1,674-2,033	52,858
<u>Controller - Information Services Division</u>				
Delete	1	1872 Programmer Analyst	1,329-1,611	41,886
Delete	1	1874 Sr. Programmer Analyst	1,535-1,862	48,412

BOARD OF SUPERVISORS
BUDGET ANALYST

At the top step, the two positions to be added would cost \$100,126 in annual salary costs, which is \$9,828 more than the annual top step salary costs of \$90,298 for the two positions to be deleted.

The proposed Supplemental Appropriation Ordinance (File 101-89-120) would reappropriate \$23,440 from funds that were previously budgeted to purchase Controller - Information Services Division services to Controller - Financial Systems Division permanent salaries and mandatory fringe benefits for the creation of two positions for the period from April 15, 1990 through June 30, 1990, as follows:

Controller - Financial Systems Division

Permanent Salaries	\$18,580	
Mandatory Fringe Benefits	<u>4,860</u>	
		\$23,440

The proposed Supplemental Appropriation Ordinance would also reduce the amount of projected work order revenues from the Information Services Division which were to have been generated for the period April 15, 1990 through June 30, 1990, from the services of the one Senior Programmer Analyst position and the one Programmer Analyst position proposed to be deleted, as follows:

Controller - Information Services Division

Work Order Recovery	\$21,829
---------------------	----------

According to Mr. David Fong of the Controller's Office, the \$1,611 difference between the \$23,440 reduction in the Controller's Financial Systems Division budget for the "purchase" of services from other departments, which is the source of funds for the proposed reappropriation, and the corresponding \$21,829 reduction in the Controller's Information Services Division budget for "providing" services to other departments is overhead of the Information Services Division. Mr. Fong indicates that the Information Services Division will no longer require the \$1,611 overhead because they would no longer be performing the services.

Comments:

1. The proposed Annual Salary Ordinance amendment (File 102-89-44) would reclassify one 1874 Senior Programmer Analyst and one 1872 Programmer Analyst, currently located in the Controller's Information Services Division (ISD), as one 1657 Senior Systems Accountant and one 1655 Systems Accountant, respectively, and place the two proposed reclassified Systems Accountant positions in the Controller's

BOARD OF SUPERVISORS
BUDGET ANALYST

Financial Systems Division (FSD). The two proposed new Systems Accountants would be subject to the Civil Service examination process.

The Controller's FSD currently purchases the services of one 1874 Senior Programmer Analyst and one 1872 Programmer Analyst in the Controller's Information Services Division through an intergovernmental work order. Mr. Chris Baldo of the Controller's FSD reports that the two Programmer Analyst positions are currently assigned to the Department's Financial Control System Unit in the FSD. The Controller's Financial Control System Unit develops financial applications involving central and departmental budgeting, year-end financial reporting and other budgeting and accounting models and reports.

Mr. Baldo reports that the two Programmer Analyst positions are currently vacant, and that Information Services Division has been unable to fill them because the positions have been inappropriately classified. According to Mr. Baldo, the Financial Control System Unit requires personnel with financial and business backgrounds which the Programmer Analyst classifications lack. Mr. Baldo indicates that the more appropriate classifications would be one 1657 Senior Systems Accountant and one 1655 Systems Accountant. In addition, Mr. Baldo states that the two proposed Systems Accountant positions would be more appropriately placed in the Financial Systems Division budget.

The two proposed Systems Accountant positions would be funded by charging other City departments for the use of their services.

2. Mr. Steven Frederick of the Controller's Information Services Division states that the Information Services Division has discussed with FSD the proposed transfer of functions and that the Information Services Division agrees that the proposed changes are appropriate.

3. As noted above, the proposed amendment to the Annual Salary Ordinance will be reviewed at a future meeting of the Civil Service Commission. Mr. Rob Keller of the Civil Service Commission states that the Commission staff has reviewed the proposed reclassification and will be recommending that the Commission approve the proposed reclassification.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. Also, as noted above, the proposed Supplemental Appropriation Ordinance would fund the two proposed Systems Accountant positions for the period from April 15, 1990 through June 30, 1990. However, the earliest that the positions could be filled is May 21, 1990. Therefore, the proposed funding should be reduced by \$10,516 from \$23,440 to \$12,924 for 3.0 biweekly payperiods from May 21, 1990 through June 30, 1990, as follows:

	<u>Requested Amount</u>	<u>Recommended Amount</u>	<u>Savings</u>
<u>Source of Funds</u>			
Controller Financial Systems			
Services of Other Departments	<u>\$23,440</u>	<u>\$12,924</u>	<u>\$10,516</u>
Total	<u>\$23,440</u>	<u>\$12,924</u>	<u>\$10,516</u>
<u>Use of Funds</u>			
Controller - Financial Systems			
Permanent Salaries	\$18,580	\$10,251	\$8,329
Mandatory Fringe Benefits			
Retirement	2,788	1,533	1,255
Social Security	1,423	783	640
Health Services	613	337	276
Unemployment	<u>36</u>	<u>20</u>	<u>16</u>
Subtotal Mandatory Fringe Benefits	<u>4,860</u>	<u>2,673</u>	<u>2,187</u>
Total	<u>\$23,440</u>	<u>\$12,924</u>	<u>\$10,516</u>

- Recommendation:**
1. Approve the proposed Annual Salary Ordinance amendment (File 102-89-44).
 2. Amend the proposed Supplemental Appropriation Ordinance (File 101-89-120) to reduce the amount of funds for the Financial Systems Division by \$10,516 from \$23,440 to \$12,924 as shown in Comment 4, above, and approve as amended.

**BOARD OF SUPERVISORS
BUDGET ANALYST**

Item 7 -File 94-90-7

Department: Public Utilities Commission (PUC)
Municipal Railway (MUNI)

Item: Resolution to authorize the Public Utilities Commission (PUC) to apply for, accept, and expend funds from the 1990-91 State Transit Capital Improvement Program and funds from local match programs which may include State Transit Assistance Funds Bridge Toll Net Revenues, Hetch Hetchy Revenue, Bay Area Rapid Transit District Funds, Transit Impact Development Fees, Transportation Sales Tax Revenues and San Francisco Municipal Railway Improvement Corporation Funds to provide financing for eleven Municipal Railway Guideway Projects.

Amounts:	State Transit Capital Improvement Program	\$51,858,695
	Local Match Program Funds	<u>51,858,695</u>
	Total	\$103,717,390

Project Budget:

Project	Total Project Costs	1990-91 Request		
		State Funds	Local Match	Total Request
MUNI Metro Turnback Articulated Trolley Bus	\$47,191,200	\$5,898,900	\$5,898,900	(1) \$11,797,800
Purchase	35,100,000	4,387,500	4,387,500	(2) 8,775,000
Market Street Transit Thoroughfare/F-MARKET	10,361,670	1,036,167	1,036,167	(2) 2,072,334
14-MISSION Trolley Overhead Rehabilitation	3,408,690	340,869	340,869	(3) 681,738
J-M Layover Terminals	2,679,545	267,955	267,955	(3) 535,910
Purchase of 40 Light Rail Vehicles (LRVs)	86,024,000	16,692,854	16,692,854	(4) 33,385,708
MUNI Metro Extension to Sixth Street	27,000,000	13,500,000	13,500,000	(5) 27,000,000
MUNI Metro Subway Signal System	18,000,000	2,250,000	2,250,000	(2) 4,500,000
Metro East Light Rail Vehicle Facility	30,870,000	3,858,350	3,858,350	(6) 7,716,700
F-EMBARCADERO Streetcar Extension	7,171,400	3,585,700	3,585,700	(4) 7,171,400
14-MISSION Connection to the Daly City BART	<u>404,000</u>	<u>40,400</u>	<u>40,400</u>	(3) <u>80,800</u>
	\$268,210,505	\$51,858,695	\$51,858,695	\$103,717,390

BOARD OF SUPERVISORS
BUDGET ANALYST

- (1) Bridge Toll revenues are authorized by AB 664 and distributed by the Metropolitan Transportation Commission (MTC) for transit capital projects which relieve congestion in the transbay corridor. About \$10 million accrues annually from the transbay bridges operated by the California Department of Transportation (CALTRANS), and these funds are allocated by MTC as local match to member communities. A total of \$3 million was earmarked for San Francisco in 1989.
- (2) Transit Impact Development Fee revenue is intended to pay for a portion of the incremental costs of additional transit service required by new office development. The Impact Fee is currently set at \$5 per square foot of new or converted office space constructed in downtown San Francisco. Since the fee was adopted, \$67 million have been collected. About \$13 million have been spent or committed from the fee reserves for transit capital and operating purposes through 1989.
- (3) Hetch Hetchy revenues are from the operation of the City's hydroelectric project along the Tuolumne basin. Hetch Hetchy capital funds are restricted to transit power projects particularly rail and trolley overhead and feeder systems. Hetch Hetchy funds are appropriated annually through the City budget process. In the past Hetch Hetchy capital has been primarily used as local match for Federal and State grants for trolley overhead additions or rehabilitation and power distribution improvements.
- (4) The local sales tax provides funds to build transportation capital improvements, to rehabilitate existing facilities and fund operations of the new facilities. An analysis of the potential sales tax revenue finds that approximately \$45 million of new revenue would be available annually over the next twenty years to support transportation needs among all City transportation service providers.
- (5) Bay Area Rapid Transit (BART) District Extensions Capital Reserve for the MUNI Metro Extension to the Caltrain Terminal. Approximately \$15 million of BART capital resources are available for the design and construction of this extension to Sixth and King Streets.
- (6) San Francisco Municipal Railway Improvement Corporation (SFMRIC) is a nonprofit corporation established in 1969 to provide capital improvement funds for the MUNI. SFMRIC has sold tax-exempt bonds to raise capital for the purchase of rolling stock and the construction or rehabilitation of facilities. In 1989, the unobligated balance of SFMRIC funds totaled approximately \$17 million.

Description:

1. MUNI Metro Turnback
Phase: - Construction

This project involves the construction of an underground MUNI Metro subway tunnel extension east of the BART/MUNI Embarcadero Station and under Justin Herman Plaza, coming to grade via portal in the median of a rebuilt Embarcadero Boulevard. The project provides for a portal between Howard and Folsom Streets, with surface tracks extended within the Embarcadero median southward to the block between Folsom and Harrison Streets. Tracks for train switching would be constructed under the surface of the Embarcadero between Market and Howard Streets.

2. Articulated Trolley Bus Purchase
Phase: Purchase of 105 Articulated Trolley Buses

This purchase would secure up to 60 new articulated trolley coaches. To assure their acquisition by the end of 1993, capital funds should be available at this time. The cost estimates are based upon bids received by other transit properties and include 7% sales tax, inspection, acceptance and delivery costs, spare parts and the installation of fareboxes and communication equipment.

3. Market Street Transit Thoroughfare/F-MARKET
Phase: Construction and Vehicle Rehabilitation

This project would reinstall rail on sections of Market Street between Duboce and Castro Streets that were not reconstructed when the MUNI Metro stations were built. The project would also install rail on sections of Market and Steuart Streets between Fremont Street and the Embarcadero. Passenger loading islands would be constructed and other transit service elements would be provided as required for the F-MARKET streetcar transit operation. In addition, the project provides for the rehabilitation of 19 historic Presidential Commission Streetcars (PCCs) to serve as the rolling stock for the F-MARKET Streetcar Line.

4. 14-MISSION Trolley Overhead Rehabilitation
Phase: Design and Reconstruction

This project consists of the second phase of design reconstruction of the seven-mile trolley overhead system serving the 14-MISSION and the 49-VAN NESS lines. The rehabilitation includes replacement of badly deteriorated trolley wires, poles, switches and other equipment. Modern, state-of-the-art equipment would replace 30-year old technology. The result of the rehabilitation would be increased transit speeds, improved reliability, and enhanced efficiency. During reconstruction, the City would attempt to consolidate trolley poles with other utility poles in order to reduce the visual impacts of the project.

5. J-M Layover Terminals
Phase: Design and Advanced Construction Activities

This project provides for the final phase of funding for the construction of new terminals for the M-OCEANVIEW and J-CHURCH light rail lines. The M-OCEANVIEW terminal would be located on 19th Avenue between Holloway and Randolph Streets. The precise location would be determined after consulting with CalTrans, which has jurisdiction over 19th Avenue (State Route No. 1). The J-CHURCH terminal would be located on 19th Avenue near Winston. Both new terminals would provide a new third "pocket" track between the existing double track, so that light rail vehicles could be stored for several minutes without hindering through rail traffic. The layover tracks are necessary to maintain scheduled transit headways. The new terminal tracks would be approximately 200 feet long. The existing Municipal Railway tracks in the median of 19th Avenue would be relocated in order to accommodate a center storage track and a passenger boarding island.

6. Purchase of 40 Light Rail Vehicles (LRVs)
Phase: Phased Purchase of 50 Light Rail Vehicles

This project would purchase 40 expansion Light Rail Vehicles (LRVs). Due to the lead time on vehicle procurement, MUNI needs to apply for funds at this time. The costs of the LRVs are based upon Massachusetts Bay Transportation Authority (MBTA) articulated vehicles, featuring eight doors and six axles. The introduction of these LRVs requires a long lead time. There is no "off-the-shelf" vehicle that would be compatible with the existing fleet. The original manufacturer, Boeing, no longer makes transit vehicles.

BOARD OF SUPERVISORS
BUDGET ANALYST

7. MUNI Metro Extension to Sixth Street
Phase: Construction

This project will extend the MUNI Metro light-rail system from the proposed terminus at Harrison Street on the Embarcadero initially south to Sixth Street. The extension, a 1.8 mile double-track, would run between a relocated MUNI Metro Turnback on the Embarcadero to the Caltrain depot with an adjoining terminal at Sixth Street. This stop lies within the proposed Mission Bay project area. The trackway would follow an alignment in the median of a rebuilt Embarcadero Boulevard to the median of King Street rebuilt as a boulevard leading to and from new I-280's on and off ramps. It would include four new at-grade stations within the Embarcadero and King Boulevard medians at the probable locations at Hills Plaza/Rincon Hill, Townsend/Embarcadero, Second/King Street and Fourth/King Streets (Caltrain Depot).

8. MUNI Metro Subway Signal System
Phase: Purchase and Install signal Equipment

This project would enable MUNI to modernize the signal system in the MUNI Metro subway with a system that provides greater safety and allows for closer headways. Project design was initiated in 1988 with local resources. Subsequent phases involve the installation of on-board and wayside computers and an upgraded central control computer.

9. Metro East Light Rail Vehicle Facility
Phase: Site Acquisition and Project Design

This project would develop a new storage and maintenance facility to accommodate approximately 90 LRVs with long-term expansion potential. The project would be developed in several phases: project planning and conceptual design; site acquisition; engineering; and construction. This particular phase would fund an eight-acre site and access right-of-way. Siting studies are being completed as a part of the Mission Bay Planning effort. The site acquisition for the LRV facility is linked to land use decisions in Mission Bay, particularly the continued use or the disposition of the existing Caltrain Depot at 4th and Townsend Streets. At the present time, the southeastern portion of Mission Bay is the most attractive site to the MUNI.

BOARD OF SUPERVISORS
BUDGET ANALYST

10. F-EMBARCADERO Streetcar Extension
Phase: Design and Construction

This project would provide design and construction funds to extend the F-MARKET Streetcar route along the Embarcadero to Fisherman's Wharf. This proposed extension involves the construction of track and power distribution facilities for an at-grade, double track streetcar line running along and in the median of the Embarcadero Roadway. The streetcar line would provide service between Fisherman's Wharf and the Market Street corridor. A terminal would be constructed in the Fisherman's Wharf area.

11. 14-MISSION Connection to the Daly City BART
Phase: Design and Construction

This project would provide design and construction funds to extend the 14-MISSION trolley bus route to the Daly City BART Station, a one-mile extension of trolley overhead wires and an electrical substation.

Comments:

1. The \$268,210,505 total 1990-91 cost of the eleven projects, including the \$103,717,390 cost identified in the subject legislation, is divided among four phases among the eleven projects as follows:

Design and Engineering

14-MISSION Trolley	\$341,000	
Metro East Light Rail *	2,934,000	
14-MISSION to Daly City	<u>324,000</u>	
		\$ 3,599,000

Construction and Right-of-Way Contracts

MUNI Metro Turnback	44,718,000	
Market St. Transit	6,529,000	
14-MISSION Trolley	2,557,000	
J-M Layover Terminals	1,994,000	
MUNI Metro Extension	22,950,000	
MUNI Metro Signal System	15,300,000	
Metro East Light Rail	24,849,000	
F-EMBARCADERO Line	<u>6,095,000</u>	
		124,992,000

Vehicle Purchase and Rehabilitation Contracts

Articulated Trolley Buses	31,614,000	
Market St. Transit	2,000,000	
LRV Purchase	<u>78,045,000</u>	
		111,659,000

* see Comment 4 below

BOARD OF SUPERVISORS
BUDGET ANALYST

Project Administration and Indirect Costs

MUNI Metro Turnback	2,473,705	
Articulated Trolley Bus	3,486,000	
Market St. Transit	1,831,000	
14-MISSION Trolley	511,000	
J-M Layover Terminals	686,000	
LRV Purchase	7,979,000	
MUNI Metro Extension	4,050,000	
MUNI Metro Subway Signal	2,700,000	
Metro East Light Rail	3,087,000	
F-EMBARCADERO Line	1,076,000	
14-MISSION to Daly City	<u>80,800</u>	
		<u>27,960,505</u>
Total		<u>\$268,210,505</u>

Federal (62%)		\$164,493,115
State (19%) **	51,858,695	
Local Match (19%) **	<u>51,858,695</u>	
		<u>103,713,390</u>
Total		<u>\$268,210,505</u>

** subject of this legislation

2. Except for the Metro East Light Rail Vehicle Facility project, the State and local match funds have been reviewed as part of previous legislation to authorize the PUC to apply for, accept, and expend Federal Capital Assistance funds under the Urban Mass Transportation Act (UMTA) Section 3 and Section 9 funding programs.

3. Ms. Gail Bloom advises that the current MBE/WBE goal for \$33 million in MUNI capital projects for FY 1988/89 is 32 percent and currently the actual amount in MBE/WBE contracts is 34 percent, 2 percent higher than their stated goal.

4. Ms. Gail Bloom also advises that the PUC has not begun their process to develop a Request for Proposal (RFP) for the proposed design services for the Metro East Light Rail Vehicle Facility. Until a proposed RFP is developed by PUC, the \$2,934,000 budgeted for such work should be reserved.

Recommendation: Amend the proposed resolution to reserve \$2,934,000 for design services agreements associated with the Metro East Light Rail Vehicle Facility and approve the proposed resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 8 - File 172-90-5

Department: San Francisco Police Department (SFPD)

Item: Resolution authorizing the City and County of San Francisco to enter into an agreement with the County of Los Angeles for the State-wide transportation of prisoners who have been arrested on the authority of warrants issued by the City and County of San Francisco.

Program: Transportation of Prisoners

Agreement Period: This four-year agreement would become effective on the date that it is executed by the County of Los Angeles and would expire June 30, 1994.

Description: Persons who are arrested or detained in other jurisdictions within the State, on the authority of warrants issued from the City and County of San Francisco, are placed in temporary custody by the arresting agency pending their return to San Francisco. The City is then responsible for the transportation of these prisoners from the location where they are in custody to San Francisco. The City has had an agreement with the County of Los Angeles since 1980, whereby the Los Angeles County Sheriff provides transport of San Francisco prisoners from other jurisdictions, to San Francisco or any location designated by SFPD, as determined on a case by case basis. Section 26775 of the California Government Code authorizes such agreements. The Police Department has determined that the Los Angeles County Sheriff can transport San Francisco prisoners more cost effectively than the San Francisco Police Department because the Los Angeles Sheriff makes regularly scheduled statewide trips carrying several prisoners per trip.

The City's most recent agreement for the provision of these transport services by the County of Los Angeles, began on January 29, 1985 and expired on June 30, 1989. Since July 1, 1989, the County of Los Angeles has continued to provide these services to the City under a purchase order agreement. The proposed legislation would renew the City's agreement with the County of Los Angeles for a four-year period ending June 30, 1994. Under the proposed agreement, the transportation costs per San Francisco prisoner would vary depending upon where the prisoner is picked up. The rates charged are based on the actual costs to the Los Angeles County Sheriff and would be adjusted annually to reflect any change in actual cost. The current rates to be charged to the

BOARD OF SUPERVISORS
BUDGET ANALYST

City under the proposed agreement for the remainder of FY 1989-90, are as follows:

Cost Per Prisoner, Per Mile	\$.08
Cost Per Meal (Lunch)	4.50
Cost Per Meal (Dinner)	6.00

In addition to the above rates, the Los Angeles County Sheriff would charge an hourly service rate of \$52.68 to the City for significant deputy sheriff's time spent in booking or picking up prisoners.

Comments:

1. The SFPD advises that the Los Angeles County Sheriff transports an average of five prisoners per month to San Francisco or other locations designated by SFPD. Lieutenant John Robinson of the SFPD reports that the Department estimates that based on prior experience, the annual cost of these prisoner transport services, under the proposed agreement would be approximately \$2,300 for FY 1990-91.
2. The SFPD reports that the Los Angeles County Sheriff has transported 40 San Francisco prisoners from July 1, 1989 through February 1990 at a total cost of \$1,515. The SFPD estimates that total expenditures for FY 1989-90 will be \$2,273.
3. The SFPD budgeted a total of \$2,300 in its FY 1989-90 departmental budget to fund these prisoners transport services.

Recommendation: Approve the proposed resolution.

Item 9 -File 282-89-1

NOTE: This item was continued at the April 18, 1990 Finance Committee meeting.

1. This item is a hearing to consider a uniform policy for the imposition of user fees by all City agencies and departments.

2. On March 6, 1990, the Clerk of the Board requested each Department Head to provide information to the Board of Supervisors concerning all fees charged by the department. Information on fees requested included the name of each fee, the amount of each fee, the date when the fee was originally established, when the fee was last revised, the purpose of the fee, the estimated annual revenues generated by the fee, the estimated annual costs related to the fee charged, and information as to whether or not such fees are subject to approval by the Board of Supervisors.

3. In the attached table "User Fee Survey Results", the Budget Analyst has compiled the information on fees provided by those Department Heads who have responded to the inquiry of the Clerk of the Board.

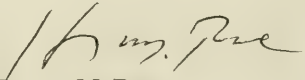
4. Based on a review of the Clerk of the Board's list of department heads receiving the User Fee Survey, the following departments, as of the writing of this report, have not submitted a response to the Budget Analyst for inclusion in the attached table:

Mayor	Juvenile Justice Commission
City Attorney	Chief Administrative Officer
Controller	District Attorney
Police Department	Commission on Status of Women
Public Utilities Commission	Hetch Hetchy
Municipal Railway	Water Department
Treasurer	Juvenile Court
Public Administrator	Superior Court
Electricity	Calif. Acad. of Sciences
Grand Jury	Purchaser of Supplies
Recreation and Park	Community College District
Delinquency Prevention Commission	Mayor's Public Safety Office
Economic Opportunity Council	Registrar of Voters
Relocation Appeals Board	

Memo to Finance Committee
April 25, 1990

Comment

The Finance Committee may wish to submit a second letter to the above-cited departments which have not yet responded to the user fee survey.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hallinan
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hongisto
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

USER FEE SURVEY													
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected					
Adult Probation Dept.	Probation Costs	Probationers pay up to \$25 per month to reimburse the County for the cost of supervising the case.	1981	Court Order per Penal Code 1203.1 (b)	No	Actual Cost	Unknown	126,887.00					
Adult Probation Dept.	Community Service Fee	Administrative fee to participate in Project 20 as an alternative to payment of fines; to defray costs processing clients.	August 5, 1988	Adm Code	Yes	\$10 to \$75 based on financial ability to pay	2,460	50,750.00					
Adult Probation Dept.	Restitution Administrative Fee	To cover actual administrative cost of collection restitution but not to exceed 10% of total amount of restitution ordered.	1982	Board of Supervisors	Yes	Actual Costs	Unknown	11,300.00					
Adult Probation Dept.	Criminal Laboratory Analysis Fee	To be deposited in a special crime lab fund and used for chemical analysis, purchase of equipment and maintenance, education and training.	1984/85	Court Order/H&S Code 11372.5 for offenses	Yes	Various	Unknown	3,900.00					
Adult Probation Dept.	Adult Probation Department	Installment Fee	March 29, 1983	Board of Supervisors	Yes	Actual Costs	665	20,000.00					
Adult Probation Dept.	Diversion Fee	Part of an enrollment fee in a diversion program to cover cost of lab analysis and processing the request on application.	1982/83	Court Order/ Penal Code 1001.15 and 1001.16	No	\$150/ felony \$100/ misdemeanor	1,500	22,200.00					
Adult Probation Dept.	Attorney Recoupment Fee	To reimburse County for cost of Public Defender's legal assistance.	1981	Court Order/ Pennal Code 987.8	No	Various	Unknown	9,200.00					
Agriculture/Weights & Measures, Dept. of	Non-Commercial Device & Standby Inspection Fees	To allow charging for the testing of non-commercial device and standby that will cover the costs of such svc.	Prior to 1978	Board of Supervisors	Yes	\$48 to \$60	24	1,557.00					

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Users	Total Amount Collected	
Agriculture/Weights & Measures, Dept. of	Annual Registration of PCO's, PCA's and SPCO's	To defray costs of required annual registration	Apr-80	Board of Supervisors	Yes	\$10 to \$50	102	2,040.00	
Agriculture/Weights & Measures, Dept. of	Agricultural Inspection Fees	To defray costs incurred in inspection of agricultural commodities needing certification for export.	Dec. 23 1933	Board of Supervisors	Yes	\$10 to \$45	1,184	10,988.00	
Agriculture/Weights & Measures, Dept. of	Farmers' Market Stall Fees & Tonnage Rates	To finance market maintenance and operations	1942	Board of Supervisors	Yes	\$3.50 to 16.50	11,300	170,000.00	
Agriculture/Weights & Measures, Dept. of	Annual Device Registration Fee	To offset the costs of mandatory annual inspection of commercial devices in San Francisco.	1986	Board of Supervisors	Yes	\$20 to \$50	2,919	23,749.00	
Airport	Aircraft Landing Fees	Commercial/1,000 lbs.	July 18, 1989	Commission	Yes	\$0.573 per 1000 lbs	Not Reported	16,559,016.00	
Airport	Aircraft Landing Fees	General Aviation/ 1,000 lbs.	July 18, 1989	Commission	Yes	\$0.699 per 1000 lbs	Not Reported	313,634.00	
Airport	Outdoor Aircraft Storage Fees	Aircraft Parking - General Aviation	July 18, 1989	Commission	Yes	various per weight	Not Reported	126,028.00	
Airport	Cargo Handling Space	Cargo Space Rentals	May 20, 1986	Commission	Yes	various per type	Not Reported	2,527,310.00	
Airport	Fuel Handling Fees	Service Aircrafts	June 27, 1989	Commission	No	\$.01 per gallon	Not Reported	871,045.00	
Airport	Airline Terminal Rental Rates	Airline	July 18, 1989	Commission	Yes	per sq. ft. per year	Not Reported	26,175,846.00	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Airport	Airline Terminal Rental Rates	Non-Airline	July 18, 1989	Commission	Yes	per sq. ft. per year	Not Reported	455,589.00	
Airport	Airline Terminal Rental Rates	Security Fees	Unknown	Commission	No	per no. of passengers enplaned	Not Reported	1,427,316.00	
Airport	Vehicle Parking Rates -- Public	Garage	Nov 19, 1985	Commission	No	\$13 per day Maximum	Not Reported	25,070,752.00	
Airport	Vehicle Parking Rates-- Public	Valet	August 22, 1988	Commission	No	\$25 per day Maximum	Not Reported	582,399.00	
Airport	Vehicle Parking Rates-- Public	Long-Term	July 19, 1988	Commission	No	\$8 per day Maximum	Not Reported	6,885,084.00	
Airport	Vehicle Parking Rates-- Employee and Tenants	Employee Parking (Garage)	Feb 19, 1985	Commission	No	\$208 per quarter	Not Reported	276,438.00	
		Employee Parking (Lot D Long Term)	Feb 19, 1985	Commission	No	\$48 per quarter	Not Reported	(included in amount above)	
Airport	Ground Transportation Vehicle Access Charge	Taxi Fees	January 1, 1977	Commission	No	\$1.50 per exit	Not Reported	792,541.00	
Airport	Ground Transportation Vehicle Access Charge	Courtesy vehicles and other commercial ground transportation operators.	August 19, 1986	Commission	No	\$25 annual fee & \$1 per trip after 60 trips per month	Not Reported	973,396.00	
Arts Commission Street Artists Program	Street Artists Certificate Fee	To support the costs of administering and enforcing the provisions of the Street Artists Ordinance .	Apr-72	Board of Supervisors	Yes	230.00	426	97,970.00	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Asian Art Museum	None								
Assessor	Printed Information Fee	Printed property data to public and private sectors.	Apr-89	Assessor	No	2.00	710	1,867.00	
Assessor	Data Information Tapes	Offset costs and earned revenue	1976	Assessor	No	\$500/tape	105	16,000.00	
City Planning	Permit Processing, Environmental Review, Reproduction	To compensate Department for a part of its costs.	1978	Board of Supervisors	Yes	Various	11,240	2,225,000.00	
Civil Service Commission	Copy Fee	Per page copy fee for Civil Service Commission documents.	May 14, 1984	Commission	No	0.15	29	77.90	
Civil Service Commission	Fee for copies of Civil Service Commission Rules	Recovers cost of printing rules	May 14, 1984	Commission	No	7.50	87	652.00	
Civil Service Commission	Fee for copy of Civil Service and Related Provision of Charter	To recover cost of printing	November 6, 1989	Commission	No	5.00	9	45.00	
Civil Service Commission	Examination papers inspection Fee	Fee is charged to individuals who wish to inspect examination papers of other examination candidates.	April 9, 1977	Administrative Code Sec. 8.26	Yes	5.00	12	60.00	
Coroner	Coroner's Fees for Copies of Documents & Certain Services	Defray cost of issuance of documents and providing certain services	May 13, 1982	Board of Supervisors	Yes	Various	Unknown	37,143.00	
Employees' Retirement System	Subpoena, Copying & Insurance fees	To answer subpoenas. Top charge for copying records. To complete forms and verify Disability	Unknown	Civil Procedures CA state statute	No	15.00 Subpoenas \$.25/ page \$5.00 forms	714	6,408.00	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Fire	Original filing fees - SFFD Permits	Fire prevention fee on fire safety implementation.	Sept 17, 1965	Fire Commission	Yes	Various	714	95,932.00	
Fire	Annual Highrise Inspection	Cost to conduct fire safety inspection of highrise buildings.	June 30, 1986	Fire Commission	Yes	\$4/1,000 sq. ft.	432	425,087.00	
Fire	Plan Checking Review	Cost to review plans for new construction and alterations of existing buildings	September 6, 1987	Fire Commission	Yes	Value of Construction	4,706	678,455.00	
Fire	Roof and Salvage Covers	Fees paid for emergency use of roof and salvage covers	Unknown	Fire Commission	No	Various	50	3,045.00	
Fire	Miscellaneous service charges	Miscellaneous fees such as BFI reports, witness fee, damaged hydrant, fire alarms fee, records	Unknown	Fire Commission	No	Various	Unknown	38,064.00	
Health Service System (Library, Public)	None								
Law Library	Interlibrary Loan Retrieval Fee	To pass on to those who use the law library extensively the greatly increasing cost of legal materials.	1989	Commission Vote	No	300-1000.00	54	26,150.00	
Municipal Court	Complaint Filing Fee	To offset clerical costs	1953	Board of Supervisors	Yes	56.00	18,000	Not Reported	
Municipal Court	First paper filing fee (Other than Plaintiff)	To offset clerical costs	1953	Board of Supervisors	Yes	50.00	8,000	Not Reported	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Municipal Court	Demurrer, Motion filing fee	To offset clerical costs	1947	State Legislature	No	14.00	5,000	Not Reported	
Municipal Court	Notice of Appeal	To offset clerical costs	1947	Government Code	No	38.00	150	Not Reported	
Municipal Court	Notice of Intention to Move for New Trial	To offset clerical costs	1947	State Legislature	No	14.00	15	Not Reported	
Municipal Court	Abstract of Judgment Rendered in Another Court	To offset clerical costs	1947	State Legislature	No	12.00	10	Not Reported	
Municipal Court	Certified Copy of a Complaint from Another County	To offset clerical costs	1982	State Legislature	No	12.00	10	Not Reported	
Municipal Court	Action or Proceeding Transmitted from Another County	To offset clerical costs	1947	State Legislature	No	56.00	100	Not Reported	
Municipal Court	Confession of Judgment	To offset clerical costs	1933	State Legislature	No	10.00	10	Not Reported	
Municipal Court	To issue any-order of sale	To offset clerical costs	1947	State Legislature	No	7.00	5	Not Reported	
Municipal Court	To issue Writ of Attachment, Execution, Possession, Restitution	To offset clerical costs	1947	State Legislature	No	3.50	13,000	Not Reported	
Municipal Court	To issue Abstract of Judgment	To offset clerical costs	1947	State Legislature	No	3.50	5,000	Not Reported	
Municipal Court	Transcript of Register of Actions	To offset clerical costs	1953	State Legislature	No	1.50	150	Not Reported	

USER FEE SURVEY																			
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected											
Municipal Court	Renewal of Judgment	To offset clerical costs	1947	State Legislature	No	14.00	100	Not Reported											
Municipal Court	To compare a copy presented	To offset clerical costs	1947	State Legislature	No	0.5/ page	500	Not Reported											
Municipal Court	To compare a copy by photocopy process	To offset clerical costs	1947	State Legislature	No	0.5/ page	250	Not Reported											
Municipal Court	Certify a copy of any record on file	To offset clerical costs	1947	State Legislature	No	1.75/ document	500	Not Reported											
Municipal Court	To exemplify a copy of any record	To offset clerical costs	1947	State Legislature	No	7.00 document	20	Not Reported											
Municipal Court	Records Search	To offset clerical costs	1947	State Legislature	No	1.75/ year	25	Not Reported											
Municipal Court	Judgment Debtor Fee	To offset clerical costs	February 1, 1990	Board of Supervisors	Yes	N/A	N/A	Not Reported											
Municipal Court	Complaint in Intervention	To offset clerical costs	1953	Board of Supervisors	Yes	50.00	25	Not Reported											
Municipal Court	To issue Certificate of Facts	To offset clerical costs	1937	State Legislature	No	5.00	400	Not Reported											
Municipal Court	Small Claims Notice of Appeal	To offset clerical costs	1947	State Legislature	No	32.00	600	Not Reported											
Municipal Court	Mailing Copy of Small Claims Affidavit	To offset clerical costs	1976	State Legislature	No	4.00	1,900	Not Reported											

USER FEE SURVEY																			
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected											
Municipal Court	Small Claims - Filing Fee	To offset clerical costs	1933	State Legislature	No	6 and 12.00	13,000	Not Reported											
Municipal Court	Research Fee	To offset clerical costs	1947	State Legislature	No	3.00	1,200	Not Reported											
Municipal Court	Copy of Parking Citation	To offset clerical costs	1986	State Legislature	No	1.00	3,600	Not Reported											
Permit Appeals, Board of	Fees for filing permit appeals	To offset some of the costs of administering Board of Permit Appeals.	1932	Ordinance imposed by Staff	Yes	Various	Unknown	28,120.00											
Port	Filming Fee	Cover adm. costs to issue fee	June 21, 1988	Mayor's Fild Advisory Council	No	\$100-\$300	82	29,568.00											
Port	Special Event Street Use	Delray associated costs	May 11, 1988	Commission	No	500.00	40	22,913.00											
Port	Parking Fees Per Filming	Delray associated costs	1986	Director's Ruling	No	\$0.20 per sq ft \$8 per meter	49	11,895.00											
Port	Per 35 Passenger Terminal	Survey of other jurisdictions	Aug-82	Commission	No	\$800 - 1 room \$1200 - 2 rms	14	7,475.00											
Port	Meeting Room Fee	Delray associated costs	1989	Director's Ruling	No	\$150 - City \$300 - Public	6	1,500.00											
Port	Wharfage	Use of wharves by Cargo	Unknown	Commission	Yes	Per contract with steamship line	80	4,765,000.00											
Port	Dockage	Use of docks by ships	Unknown	Commission	No	Per day and ship length	84	1,481,000.00											

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Port	Wharf storage	Use of wharves for extended periods	Unknown	Commission	No	Per ton and per time	53	181,000.00	
Port	Crane Rental	Use of Port's container cranes	1970	Commission	No	\$385 per hour	25	1,408,000.00	
Port	Building Permit Fee	Building Code Requirements	Unknown	Board of Supervisors	Yes	SF Building Code Fee Sched		23,500.00	
Private Industry Council	None								
Public Defender	Reimbursement for Public Defender Services	To allow indigent persons to pay the partial cost of appointed counsel	1965	In effect by statute	Yes	Actual Cost	Unknown	Not Reported	
Public Works, Dept. of Bureau of Engineering	Sidewalk Flower Market	To regulate the placing and maintenance of flower stands in City streets (within sidewalk area)	1952	Board of Supervisors	Yes	\$100/qr. + \$30/qr./employee	16	5,784.00	
Public Works, Dept. of Bureau of Engineering	Sidewalk Permits	To process permit applications by property owners to repair or replace defective sidewalk	1981	DPW Fee Schedule	No	\$12 for ea. 100 ft. increment	2,000	99,586.00	
Public Works, Dept. of Bureau of Engineering	Curb Reconstruction	To regulate and inspect all curb cuts in public streets.	Not Available	DPW ruling	No	\$60/Curb Cut	552	33,211.00	
Public Works, Dept. of Bureau of Engineering	Street Space	Permit Processing and Inspection	Not Available	DPW ruling	No	\$30 -\$250 minimum	900	456,177.00	
Public Works, Dept. of Bureau of Engineering	Misc. Service Charge	To compensate City's cost for investigating and processing misc. service requests not covered by any specific code or ordinance.	Not Available	DPW ruling	No	Actual Hours	Not Available	187,769.00	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Public Works, Dept. of Bureau of Engineering	Debris Boxes	To regulate location, maintenance of debris boxes for public health and safety reasons.	1967	DPW ruling	No	\$10/permit/box	1,079	164,769.00	
Public Works, Dept. of Bureau of Engineering	Sidewalk Phones	Commission (City's share)	1962	Board of Supervisors	Yes	15% of telephone revenues	One	289,741.00	
Public Works, Dept. of Bureau of Engineering	Subdivision Map Review Fund	To compensate City's cost for checking and processing subdivision, including condominiums, maps.	1972	DPW order by Authority of Subdivision Code	Yes	No. of units	180	329,857.00	
Public Works, Dept. of Bureau of Engineering	Excavation Fund	To offset cost of utility processing and inspection	1985	DPW ruling	Yes	12¢/sq. ft.	8	322,156.00	
Public Works, Dept. of Bureau of Engineering	Street Vacation Fund	To compensate City's cost for processing and investigating street vacation applications.	1981	DPW, Street and Highway Code	No	Hours required	9	22,525.00	
Public Works, Dept. of Clean Water Program	Sewerage Charge	It is the principal revenue necessary to fund operations, maintenance repair and replacement of the existing sewer collection, treatment and disposal facilities.	June 8, 1979	Board of Supervisors	Yes	6.91	165,000	55,881.00	
Public Works, Dept. of Bureau of Traffic Engineering & Operations	Curb Painting Fee	Reimburse Department's Costs	1981	Ordinance	Yes	\$280/zone	1,042	141,970.00	
Public Works, Dept. of Bureau of Traffic Engineering & Operations	Temporary Street Closing Fee	Filing Fee	August 26, 1988	Ordinance	Yes	40.00	131	5,540.00	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Public Works, Dept. of Bureau of Building Inspection	Apartment and Hotel License Fee	Apartment and Hotel Inspections	1987	Building Code	Yes	Various	14,000	2,320,432.00	
Public Works, Dept. of Bureau of Building Inspection	Gas Appliance Dealer Registration	For administrative cost in processing the Gas Appliance Dealer Registration. We have not been collecting many fees for this category since 1985 because General Contractors license covers this cost.	1920s	Building Code	Yes	Various	One	147.00	
Public Works, Dept. of Bureau of Building Inspection	Bank Charges for Bad Checks	Penalty for dishonest checks.	1979	Building Code	Yes	Various	44	787.00	
Public Works, Dept. of Bureau of Building Inspection	Disability Access Coordinator fee + Plant Owner Permit	Administrative Code of Disability Access Program + administrative cost to process commercial buildings annual fee for minor electrical work that does not require a permit.	1930s 1989	Building Code	Yes	Various	30 plant owner	5,837.00	
Public Works, Dept. of Bureau of Building Inspection	Electrical Inspection Permit Fee	To pay for Electrical Inspection costs	1906	Building Code	Yes	Various	17,599	1,519,825.00	
Public Works, Dept. of Bureau of Building Inspection	Electrical Sign Inspection Permit	To pay for electrical sign inspections.	1920s	Building Code	Yes	Various	1,500	11,943.00	
Public Works, Dept. of Bureau of Building Inspection	Structural Addition and Demolition notice	To pay for processing cost of posting and sending out notices.	Unknown	Building Code	Yes	Various	200	24,523.00	
Public Works, Dept. of Bureau of Building Inspection	Sub-poena's misc. charges	To pay for BBI's expert witness fee in court and sub-poena of records.	Unknown	State Code	No	\$35/ Appearance	Unknown	0.00	
Public Works, Dept. of Bureau of Building Inspection	Energy Inspections	Enforcement of energy conversion standards	1983	Building Code	Yes	Various	7,621	39,133.00	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Public Works, Dept. of Bureau of Building Inspection	Apartment and Hotel Conservation Svc. Charge	Administrative and enforcement of hotel conversions from residential	1981	Building Code	Yes	Various	520	23,809.00	
Public Works, Dept. of Bureau of Building Inspection	Building Permit Fee	To pay for various inspections, enforcements, and penalty assessments	Unknown	Building Code	Yes	Various	22,500	5,219,556.00	
Public Works, Dept. of Bureau of Building Inspection	Permit Notification Fee	Administrative cost for notifications.	1934	Building Code	Yes	Various	400	17,390.00	
Public Works, Dept. of Bureau of Building Inspection	Assessment for Demolition Charge	To recover the cost of demolition incurred by the City if the owners can not pay for it at the time. This is usually when the building is hazardous.	Unknown	Building Code	Yes	Various	3	Unknown	
Public Works, Dept. of Bureau of Building Inspection	Building Plan Check	To pay for plan review cost.	Unknown	Building Code	Yes	Various	8,385	2,432,879.00	
Public Works, Dept. of Bureau of Building Inspection	Flue Permit Fee	Flue inspections	Unknown	Building Code	Yes	Various	796	3,608.00	
Public Works, Dept. of Bureau of Building Inspection	Residential 3R Inspection	To pay for cost of surveying buildings.	Unknown	Building Code	Yes	Various	55	19,068.00	
Public Works, Dept. of Bureau of Building Inspection	House Moving Permit Fee	Record keeping and enforcement for any structure that is being moved.	Unknown	Building Code	Yes	Various	None	0.00	
Public Works, Dept. of Bureau of Building Inspection	Residential Records Report	Administrative cost for researching and preparing 3R reports.	1960	Building Code	Yes	Various	10,512	231,722.00	
Public Works, Dept. of Bureau of Building Inspection	Street Numbering Fee for Any New Address	Administrative and field investigative cost to determine the appropriateness of assigning the new numbers.	Unknown	Building Code	Yes	Various	800	8,462.00	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Public Works, Dept. of Bureau of Building Inspection	Board of Examiner	Administrative and record keeping of Board hearings for products or challenges to the Building Code.	Unknown	Building Code	Yes	Various	15	700.00	
Public Works, Dept. of Bureau of Building Inspection	Strong Motion Administration Fund	Administrative, collections, and reporting of fees for the State. Money is collected for the State for their Earthquake studies.	Unknown	Building Code	Yes	Various	10,000	55,614.00	
Public Works, Dept. of Bureau of Building Inspection	Plumbing Inspection Fee	To pay for various plumbing inspections.	Unknown	Building Code	Yes	Various	12,000	1,191,960.00	
Public Works, Dept. of Bureau of Building Inspection	Permit Expediter Fee and Miscellaneous Revenue	Administrative and research costs for problem permits, and other miscellaneous revenue.	1978	Building Code	Yes	Various	9,525	81,437.00	
Real Estate	Rent Collection Fee	Delray cost of collection services	1933	Admin. Code Sec. 23.4	Yes	Amt of Rental Payment	100	7,128.00	
Recorder's Office	20 Day Preliminary Notice	To offset notification cost	Jul-88	Recorder	Yes	\$15.00	121	\$1,500.00	
Recorder's Office	Lien Notice Fee	To offset notification cost	1981	Recorder	No	6.00	5,572	10,938.00	
Redevelopment Agency	Boat Berth Rentals	South Beach Harbor Operations	July 2, 1985	Agency Commission	No	Various	700	1.5M	
				Vote					
Sheriff's Department	Boarding Prisoners Other Courties	To compensate county for cost of housing state prisoners	1970	State mandated	No	37.98	One State of CA	118,433.00	
Sheriff's Department	Board and Room Working Prisoners	To compensate county for costs of Work Furloughes and SWAP participants	1986	Sheriff	No	\$2/day SWAP		193,886.00	

USER FEE SURVEY									
Department	Name of Fee	Purpose	Date Adopted	Approved or Imposed by	Board of Supervisors Approval	Amount of Fee	1989 Total Users	Total Amount Collected	
Sheriff's Department	Fingerprinting Fees	General public and jail clearance applicants	1979	Sheriff	No	7.50	1,000	7,923.00	
Sheriff's Department	Sheriff's Fees	Civil process		State law	No			551,653.00	
Sheriff's Department	Boarding of Prisoners	To compensate county for cost of housing federal prisoners	1972	U.S. Marshall's	No	59.00	One Federal Govt.	774,241.00	
Tax Collector, License Div.	Preferential Parking Permit	Imposed on the residents for the purchase of parking sticker.	July 30, 1976	Ordinance	Yes	13.00	74,000	876,793.00	
War Memorial	Opera House Rental/Davies Symphony Hall Rental	To rent rehearsal/performance facilities in the War Memorial Opera House and Davies Symphony Hall	8/25/32 Opera House 7/12/79 Davies Symphony Hall	Board of Supervisors	No	Various	25	339,724.00 OH 306,234.00 DSH	
War Memorial	Herbst Theatre Rental/ Green Room Rental	To rent rehearsal/performance/event facilities in the Herbst Theatre and Green Room	April 13, 1978	War Memorial Board of Trustees	No	Various	375	84,085.00 HT 79,390.00 GR	
War Memorial	Zellerbach Rehearsal Hall Rental	To rent rehearsal facilities in Zellerbach Rehearsal Hall	4/16/81	War Memorial Board of Trustees	No	Various	10	59,894.00	
War Memorial	Food and beverage concession Commission	Concessionaire's remittance of concession fees	September 1, 1980	Per 9/1/809 Agreement	No	Per 1980 agreement	One	151,245.00	
War Memorial	Program Concession Commission	Concessionaire's remittance of concession fees	1940	Per Agreement	No	Per annual agreement	One	14,675.00	

